JOB DESCRIPTION

Extra Gang Leadperson

Summary

This position oversees a crew in maintaining the cleanliness of factory and handling of supplies and materials.

Essential Job Duties

- Oversee the crew responsible for the following areas of responsibility
  - Clean and sweep floors
  - Hose and clean equipment
  - Mix chemicals for boilout solutions
  - Cart and dump trash barrels
  - Fill and record bags to the Magox and Gypsum stations
  - Shovel remelt sugar
- Assure that all work areas are kept clean within the food safety and sanitation guidelines.
- Complete administrative tasks, duties, and reports as required in a timely manner (Must be able to certify understanding of environmental requirements.)
- Develop the skills of self and others through training
- Use people, time, equipment, and material in the most efficient manner
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to supervisor
- Other duties as required by the business
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- High school education or equivalent
- Read, write, and follow instructions
- Embrace teamwork
- Should be motivated, willing, enthusiastic, and promotable
- Ability to communicate effectively and work cohesively with employees on all levels
- Organized with excellent time management skills

Physical Demands and Expectations

- Able to stand or walk on concrete floors for an entire eight hour shift if necessary
- Able to bend and lift up to 50 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions
- Able to work on rotating shifts up to six days per week. A normal shift will consist of eight hours with a scheduled sixth day every four weeks

Acknowledgement

I have reviewed this job description and am able to perform all duties required.

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Print Name   Signature   Date

An Equal Opportunity Employer   This job description does not imply a contract of employment.
We reserve the right to modify this document at any time and for any reason as needed by Minn-Dak Farmers Cooperative.
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