



Job Description

Job Title: Seed Processing Assistant Manager			
Division:	Seed Processing	Work Schedule:	7:30am to 4:00pm Mon-Fri with seasonal overtime
Location:	116 NW Depot Madras, OR 97741	Travel Required:	No
Reports to:	Seed Processing Manager		

SUMMARY

The purpose of this job is to receive, condition, and package grass seed for sale and shipment, learning the manager position and filling in as manager when needed. This contributes to fulfilling **Pratum's mission is to be an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

TASKS & RESPONSIBILITIES

- Receive and process incoming product shipments as directed, filling in required documentation
- Set and adjust machinery to achieve needed purity levels
- Create and properly label packaging for clean seed
- Assist with repair, maintenance, and safety issues on all equipment and buildings
- Ensure all containers and bins are cleaned properly to prevent contamination
- Maintain safe and clean work environment by keeping aisles, walkways, and workstations neat; maintain a clean warehouse and yard area
- Enter/write required information on shipping tickets and/or reports
- Prepare or oversee the preparation of cleaning reports
- Oversee and direct contracted employees that are working in the seed processor
- Manage seed testing and warehousing of clean seed
- Maintain and review budgets with Seed Processing Manager and Site Manager

EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Partum's Values:
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers



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- **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness
- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **Customer Service:** exceeding expectations of those we serve
- Come to work with a positive attitude, contributing to a winning culture
- Timeliness: be early or on time
- Ability to work overtime in peak seasons
- Learn the wide-ranging responsibilities and duties of the seed processing manager to be able to cover those duties when manager is gone.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent
- Knowledge and experience with conditioning grass seed a plus

Prepared By:	Mark Garland, HR Manager	Date:	December 16, 2021
Approved By:	Albert Sikkens	Date:	December 21, 2021
Last Updated By:		Date/Time:	Click here to enter text.
Employee Name:		Email:	Click here to enter text.
Employee Signature:	Click here to enter text.	Date:	Click here to enter a date.



Job Description

Physical Requirements

General Notes:

Primarily a warehouse position with significant physical requirements

Tools & Equipment Used:

Lift equipment including forklifts, pallet jacks, etc., machine maintenance tools, typical machine shop tools, etc.

ENDURANCE	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting		X				1	2
Standing					X	2	7
Walking				X		1	2
Change Positions?					X		

LIFTING AND CARRYING

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
1-20 lbs				X	
21-50 lbs				X	
51-75 lbs				X	
>75 lbs			X		

Maximum # lifted/carried without assistance **80** Lifts/carries exceeding this weight are done with 2 people or lift device

OTHER PHYSICAL REQUIREMENTS

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%
Bend/Stoop				X	
Twist			X		
Crouch/squat				X	
Kneel/Crawl			X		
Walk-Level surface				X	
Walk-Uneven surface			X		
Climb Steps/Ladder				X	
Work at heights				X	
Reach at or above Shoulder			X		
Use of Arms, Wrist				X	
Use of Hands grasping/squeezing				X	
Operate foot controls			X		

ENVIRONMENT: Inside 60 % of time Outside 40 % of time
 Temperature Extremes Yes No Vibration Yes No
 Works on or around moving machinery or mechanical parts Yes No

SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature _____ Date _____

Print Employer Name _____ Title _____ Signature _____ Date _____

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