

Version 1	ASE Feed & Supply Job Description
Title	MILL HAND FULL TIME

QUALIFICATIONS

- Friendly attitude and good work ethic.
- Lift 100 pounds at a time.
- Continuously move bagged product for length of shift.
- Successfully complete forklift training.
- Withstand grain dust for length of shift

DRESS CODE

Employees are permitted to wear work-place appropriate jeans and t-shirts free of holes. Unsoiled close-toed shoes are required, and hats are allowed. Coveralls and gloves are encouraged during cold months. ASE will provide t-shirts to wear during warm months. Dust masks are available upon request.

ATTENDANCE POLICY

Arrive each day at assigned time

2 weeks of paid vacation is permitted yearly* Submit time off requests to Stacy or Ken

3 paid sick days are permitted yearly*

Call in advance of an unscheduled absence

After 3 days of absence a doctor's note is required

Medical insurance/Simple IRA is available after 60 days of employment

* One year of employment is required for paid vacation/sick leave

SCHEDULE (subject to change)

Monday-Friday 10 a.m. to 6 p.m. (Off Tuesdays)

Saturday 8 a.m. to 2 p.m.

DUTIES

- Assist in mill operations including bagged ingredient receiving and storage, blending rations, proper medication use, packaging product, and re-working feed when necessary.
- Help complete feed orders (including extra bagged items with custom mixes).
- Breaking down and putting away bagged feed on pallets.
- Complete preventative maintenance tasks assigned, including cleaning.
- Loading product for customers.
- Additional duties as assigned.
- Report to Ken.
- Know Emergency Action Assignment.
- Follow personal and animal food hygienic practices while performing all job duties.

COMPENSATION

The Mill Hand will be paid hourly based on education and experience. Overtime (over 40 hours weekly) will be paid time and a half. The employee will receive their paycheck every two weeks via direct deposit.

BENEFITS

ASE employees that work over 25 hours weekly are eligible for health insurance through Anthem Blue Cross & Blue Shield (after 60 days of employment). Aflac is also offered on a voluntary basis. A simple IRA is available with a 3 percent match after 60 days of employment.

ASE Feed & Supply is an equal opportunity employer

Approval

Prepared by: _____
Stacy Carl

Date

Employee Acknowledgement: _____
Dominic Toler

Date

History

Date	Change/Update	Version
10/21/14	New job description	1
9/11/17	Updated job description. Give copy to Reece McFarland.	1
5/31/18	Gave job description to Scott Morris	1
8/16/21	Gave job description to Steve Snyder	
9/14/21	Gave job description to Eli Kauffman	
7/11/22	Gave job description to Tristin Moore	
8/25/22	Gave job description to Travis Kile	
11/4/22	Gave job description to Dominic Toler	