

Version 1	<b>ASE Feed &amp; Supply Job Description</b>
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 9:00 a.m. to 6 p.m. with 1 hour lunch. Day off during the week TBD.

Saturdays 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 \$12-18 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***