**Randall Farmers’ Cooperative Union
Jewell Location Manager Job Description**

Job Title: Location Manager (Jewell)
Department: Grain/Feed/Agronomy
Reports to: General Manager
FLSA Status: Non-Exempt
Preparation Date: February 2023

**SUMMARY OF POSITION:**The Branch Manager is responsible for excellent customer service, management, sales, inventory, grain handling and condition, maintenance, and promoting company and employee cohesiveness through effective communication, teamwork, shared services, and by following safety policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITES:** (Includes the following and other duties may be assigned.)

* Opens and closes the office on time in a dependable manner and opens evenings and weekends as needed.
* Set hours that fulfill the customers’ needs without creating any unnecessary overtime expense.
* Ensure proper billing of all products, manages seasonal sales and restocks inventory regularly
* Provides guidance to the development of an operations plan, including personnel requirements, material needs, subcontract requirements, recommends facility, tool, and equipment needs
* Ensures all established costs, quality, and delivery commitments are met
* Understand and comply with all state and federal regulations. Trains/ensures all assigned employees are aware of and comply with company, government, and customer policies, procedures, and regulations.
* Responsible for implementing the safety program at the Jewell location. Maintains and promotes safety awareness; follows safety policies, procedures, and reporting requirements
* Develops a thorough equipment maintenance plan. Preforms preventative maintenance and accurately keeps records. Responsible for monthly facility inspections.
* Assists other departments and locations to accomplish company goals. Exhibits knowledge of feed, grain, seed, agronomy, and other coop business sectors.
* Responsible for grain quality, condition, and bin temperatures. Loads and unloads grain. Prepares the bunkers for harvest and monitors the bunkers for grain condition.
* Exhibits basic knowledge of seed, chemicals, and fertilizer. Signs up maps for producers and communicates/scans to Agronomy Manager as soon as possible.
* Responsible for inbound and outbound fertilizer loading and unloading (liquid and NH3), maintains inventory of fertilizers, and communicates needed supply for fertilizer operations to Agronomy manager.
* Maintains and schedules repairs for NH3 and liquid fertilizer rolling stock and infrastructure.
* Keeps the office and site exterior in a clean and well working order by consistent housekeeping. A clean, neat appearance is key.
* Reports absences to main office.
* Ability to reconcile monthly inventory and manages inventory to ensure proper billing, reduce shrinkage and remove outdate merchandise.
* Acts as the emergency coordinator, in accordance with company guidelines, in the case of an accident or disaster at the Jewell location.
* Must possess Point of Sale computer skills and the ability to learn and use computer software and email
* Provides excellent customer service by managing difficult or emotional situations; responding promptly to customer needs, resolving questions, complaints and concerns immediately and meeting commitments
* Effectively communicates by verbal and written means with customers, employees and management
* Presents a clean and professional appearance.
* Employee is required to perform all other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

The location manager directly supervises the employees at the Jewell location. The job carries out supervisory responsibilities in accordance with the organization’s policies, procedures and applicable state and federal laws. Responsibilities include: training employees, planning, assigning, and directing work; appraising performance, and addressing complaints and solving problems.

**DISCLAIMER**

This job description indicates the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.

I agree that I can perform the job as stated above and am able to work in these conditions.

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Signature

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Date