



Scale Master I

Division: POET Biorefining
FLSA Status: Non-Exempt

SUMMARY

The Scale Master I is responsible for operating the grain scale(s) and the computer systems to ensure the quality of inbound and outbound products. Team members in this position must be proficient with POET Nutrition and POET Ethanol Products applications. Based upon provided training, Scale Masters are also responsible for completing the grading of inbound feed stock such as corn, wheat and sorghum products.

ESSENTIAL FUNCTIONS

1. Operate grain scale and promote excellent customer service with external customers/grain haulers at all times.
2. Become proficient with POET Nutrition and POET Ethanol Products applications and software programs.
3. Accurately grade all quality factors of inbound feed stock such as corn, wheat and sorghum.
4. Monitor and distribute accurate feed tags for POET Nutrition customers.
5. Assist with the accurate billing of hopper cars and unit trains, if applicable.
6. Maintain a clean work area inside and outside of the scale house.
7. Must be able to meet call-in requirements as well as work extended hours as necessary.
8. Work in an honest and ethical manner; maintain confidentiality on all business related matters.
9. Maintain a high level of customer service and friendly atmosphere.
10. Foster a culture of safe behavior and environmental compliance at all times.
11. Maintain a team environment at all times and champion POET in the community.
12. Other duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES

To perform the essential functions of this position successfully, an individual should be able to demonstrate and provide the following competencies:

- High school diploma or equivalent required.
- Grains experience preferred.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position is largely self-directed and requires a thorough understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements at all times and in all work environments. This position is exposed to work in multiple environments, including plant, laboratory, as well as an office environment. The team member may be exposed to high noise levels, moving mechanical parts, dusty conditions, internal and external temperature/weather conditions, and chemicals.

Specific physical requirements may include:

- Occasionally lifting weight up to sixty (60) pounds.
- Climbing several flights of stairs and ladders.
- Opening valves.
- Occasionally bending, twisting and turning while lifting weight of less than fifty (50) pounds.
- Data entry while seated for greater than one (1) hour.
- Walking up to two (2) or more miles per day.
- Pushing brooms, shovels, etc.
- Working at heights, in confined spaces and at temperatures from -20 to +100 degrees.
- Standing for extended periods of time.
- Wearing Personal Protective Equipment (PPE).
- Using hand and power tools.

Reviewed: July 2016