



**Job Title:** Feed Mill Production/Operations  
**Location:** Effingham  
**Reports to:** Feed Mill Manager  
**Salary:** Commensurate with experience

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**Required Education and Experience:** High School Diploma or GED. Background in mill production and agriculture background preferred.

**Job Requirements:**

- Must possess excellent communication skills
- Demonstrates the ability to interact effectively with management and customers
- Has a self-motivating personality as well as team-building skills
- CDL preferred

**Essential Functions:**

1. Follow all established personnel and safety policies and procedures
2. Follow all HACCP guidelines
3. Responsible for Quality Standards and GMP's of all feed manufactured
4. Maintain daily inventory of medications, supplements, and ingredients
5. Responsible for grinding, mixing, pelleting, and bagging all feed products
6. Help customers in a prompt, efficient, and courteous manner
7. Responsible for maintenance and housekeeping of feed mill
8. Be able to communicate in a professional manner to the customers, employees, and manager

**Work Environment:** The nature of the business may require extended hours. While performing the duties of the job, the employee occasionally works outside near moving mechanical equipment and may work in high, precarious places with exposure to fumes or airborne particles, and vibration. Noise level in work area is usually loud.

**Physical Demands:** The physical demands include lifting objects up to 50 pounds.

**Travel:** The employee may be required to travel to other locations, conferences, educational opportunities and other job-related activities.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time.

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