



P.O. Box 100
121 Zeh Avenue
Brewster, MN 56119-0100

Phone: (507) 842-6677
Fax: (507) 842-0069
www.mnsoy.com

Minnesota Soybean Processors

Job Description

Title: Shipping & Receiving Technician
Department: Shipping & Receiving
Reports to: Shipping & Receiving Supervisor
Supervises: N/A

Revision Date: 06/27/2016

Objective: Shipping & Receiving Technicians are responsible for probing and unloading of soybeans, and loading of soybean meal, hulls, oil, and other soy based bi-products on to trucks and rail cars. Employees in this position use mechanical equipment meters or scales as well as computers and software when unloading and loading products to ensure timely delivery and product safety. Continuous plant operations requires 12 hour shift work. Employees must be able to adapt to 12-hour workdays and be able to meet call-in requirements.

Essential Job Functions

- Exhibit safe work practices as a condition of employment, discussing problems or unsafe conditions with management.
- Probe and unload soybean deliveries as they are received.
- Measure bins with accuracy to ensure proper inventory levels of soybeans, meal, hulls, and oil; properly record measurements for daily records.
- Responsible for loading of trucks and rail cars ensuring that the correct sample is taken, bagged, sealed, and taken to the lab to be tested.
- Perform necessary safety checks to maintain the equipment in a safe and efficient operating condition.
- Complete necessary paperwork required in the record keeping of the bean probing and receiving and loadout operations.
- Accurately enter proper data in to computer system.
- Complete work in a timely, accurate and thorough manner and is conscientious about assignments.
- Coordinate work functions with fellow shipping and receiving employees and other departments.
- Maintain clean and orderly work areas.
- Perform housekeeping inside and outside of all bean receiving and loadout areas.
- Assist in training less experienced employees to ensure maximum growth potential.
- Follow all company policies and procedures.
- Foster a culture of safe behavior and environmental compliance at all times.
- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Physically report to work on time at their assigned locations and is seldom absent.
- Maintain a team environment with other departments at all times.
- Maintain a high level of customer service and friendly atmosphere.
- Perform other duties as assigned or needed.

Qualifications

Technical

- High school diploma or equivalent
- Good verbal and written communication skills
- Must be able to read, write, communicate, and understand English



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- Excellent attendance
- Basic math skills
- Basic computer skills

Physical

- Ability to frequently bend, squat, climb, stand, and walk
- Ability to occasionally kneel, sit, push/pull, torso twisting, handle objects, reach above shoulder level, and use fine finger movements
- Ability to frequently carry/lift light to moderate loads of 25-50 lbs. and occasionally carry/lift heavy loads over 50 lbs.

Working Conditions

- Exposed to excessive noise
- Works around moving machinery
- Exposed to dust, fumes, and gases
- Drives motorized equipment
- Occasionally is exposed to marked changes in temperature; work in confined quarters; and work on or around high structures

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.