



Title: Feed Mill Manager	CFC Farm & Home Center	Feed Mill
Approved By: Kenny Unger		01/01/25

Feed Mill Manager

Oversee the operational management of the feed mill, grain facilities, and division fleet.

REPORTS TO: Director of Agricultural Operations

DIRECT REPORTS: Feed Mill employees

ROLE: Supervise the Feed Mill employees

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Communication-Help develop and make sure all policies and procedures are followed by all Feed Mill staff.
- Handle personnel management functions for the feed mill. Duties include recruiting, hiring, training, conducting performance evaluations, and supervising employees to assure efficient mill operation.
- Work with the Nutrition Staff to oversee quality-control procedures and programs.
- Coordinate with Nutrition Staff to conduct regular employee meetings. Topics include quality control, safety, production, maintenance, etc.
- Supervise the receiving, grading, and weighing of incoming grain.
- Manage inventory counting, resolve any discrepancies, and maintain inventory records for accounting and regulatory purposes. Develop a policy to ensure adequate inventory is available for mill production.
- Assure that mill automation and processing software interfaces with Co-op accounting software and monitor industry standards to ensure Co-op computer systems are current and supported.
- Recommend major maintenance and repair projects as well as fixed-asset purchases to the Director of Ag Operations.
- Represent the Co-op at industry or community meetings, as needed.



- Maintain records necessary to satisfy FDA, EPA, and State Regulations.
- Maintain proper safety and housekeeping standards in the assigned work areas.
- Maintain proper records for all aspects of the mill, production, and equipment (including bulk trucks).
- Implements a preventive maintenance program for all equipment and vehicles.
- Learn all aspects of the feed mill included but not limited to running "Repete" software automation systems and equipment.
- Determine the hours of operation for the feed mill, expanding hours during grain harvest, as needed.
- Performs other duties as assigned.

Interpersonal/Communication:

Ensure that patrons and stores receive optimum service from the feed mill. This includes communication to any customer (including stores) when there is any change to the original order.

Professional Knowledge:

- Team-Oriented Personality
- Supervisory Skills
- Ability to Train Others
- Knowledge of Feed Production and Grain Handling
- Strong Organizational Skills

EDUCATION & EXPERIENCE:

- College degree or Related Industry-Sponsored Training and/or 5+ years in Management within the industry field
- Experience in Feed Production and Grain Handling