ANCHOR INGREDIENTS
4876 Rocking Horse Circle S
Fargo, North Dakota 58104
P | 701.499.1480
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info@anchoringredients.com
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Scale House Operator

PURPOSE OF POSITION:
The primary function of this role is to move semi-trucks through the scale in a timely manner for in and outbound loads. This includes sampling, grading and electronically documenting samples in the computer system.

RESPONSIBILITIES:

Scale House Operations:

- Move trucks through the scale in a timely manner.
- Professionally work with truckers on a day to day basis as the primary onsite contact.
- Hook up and disconnect trailers with yard semi to do preloads using bulk loading system as well as portable augers.
- Sample in and outbound loads including grading and running on sample computer system.
- Enter tickets into the system.
- Maintain proper communication between the Fargo Corporate office and the Buffalo scale house.
- General house keeping of scale house.
- Adhere to all Quality Assurance standards.

Safety

- Support and adhere to the Company's Safety Program.
- Where trained, proactively identify and report to supervisor possible safety hazards.
- Timely, report accidents or near miss incidents as required by the Safety Program.

General Responsibilities:

- Project work or items outside of this Job Description, as specified from time to time by the Responsible Manager.
- In common with all other personnel within Anchor Ingredients, the Job Holder is required to adhere to the Company's policies on Safety, Hygiene and good housekeeping. Specifically:
    - To take reasonable care for the health and safety of himself/herself and that of other persons who may be affected by his/her acts or omissions;
    - To co-operate regarding any duty or requirement;
    - To report to his/her immediate manager any hazard which may be discovered on at the place of work.
    - Demonstrate teamwork.

QUALIFICATIONS:

- High School diploma or equivalent
- Hold a valid CDL
- Demonstrated ability to follow oral and written instructions
- Ability to establish and maintain effective and cooperative working relationships
- Ability to:
    - Lift a minimum of 50 lbs.
    - Stand for extended periods of time
    - Work in dust

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  - Open traps on trucks and trailers
  - Work in confined spaces
  - Work at significant heights up to 150ft
  - Work in extreme temperatures
  - Operate skid loader and telehandler
- Semi-truck experience hooking up and dropping trailers (CDL not required)
- Grain grading experience a plus
- Inventory knowledge a plus

WORK ENVIRONMENT & PHYSICAL DEMANDS
The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will be exposed to machinery and moving parts, airborne particles including grain dust and hazardous materials or fumes, which may require the use of PPE. The employee may be exposed to adverse weather conditions, extended seasonal hours, high precarious places and confined spaces. The noise level in some of the work environments may require the use of hearing protection. While performing the duties of this job inside the office, the employee is frequently exposed to normal working conditions for an office environment with a noise level that is usually quiet to moderate.

While performing the duties of this job, the employee is regularly required to stand for long periods of time as well as use hands or fingers to reach or handle, and to talk or hear. The employee is regularly required to stand, walk, climb, balance, stoop, kneel, crouch, or crawl. The employee will occasionally lift and/or move up to 75 pounds. All vision abilities are required to encompass close-up work. On occasion, employee must be able to tolerate and endure extended seasonal hours and maintain alertness to meet deadlines.

ABOUT THE COMPANY:
Anchor Ingredients, LLC headquartered in Fargo, ND, sources and supplies a wide range of specialty ingredients catered specifically to the human and pet food markets. With the ability to source ingredients worldwide, AIC is uniquely positioned to meet all the ingredient needs of their customers. At Anchor Ingredients, we have assembled a world-class team of professionals with years of industry experience and a commitment to our core foundation of honesty, integrity and reliability.

DISCLAIMER:
The tasks detailed within this Job Description are not intended to represent an exhaustive list of duties that the job holder may be required to undertake. Anchor Ingredients reserves the right to require the job holder to perform any other task which the Responsible Manager may reasonably deem necessary. Anchor Ingredients reserves the right to revise the job description as circumstances warrant. Anchor Ingredients is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, and with or without cause. We are an equal opportunity employer.