

# *Associated Proteins LP*

## **Position Profile**

<b>Position Title:</b>	<b>Load Out Operator/Shipper</b>
<b>Department:</b>	<b>Plant</b>
<b>Immediate Supervisor:</b>	<b>Plant Engineer/Projects and Logistics Manager</b>
<b>Status:</b>	<b>Full time</b>
<b>Date:</b>	<b>August 29, 2007</b>

### **Position Summary:**

Under the leadership of the Plant Engineer/Projects and Logistics Manager the incumbent is responsible for loading of meal and unloading seed from the trucks and railcars and shipping/receiving for the plant; assist drivers in pulling into the unloading area, monitor conveyor, bin levels and legs, operate control system, check meal level in oils, set scale for meal, maintain cleanliness of area, teamwork, customer service and pitching in wherever needed.

### **KEY FUNCTIONS:**

#### **Responsibilities:**

- Keeping log of completed work; locomotive maintenance, rail car movements and rail car loading/unloading
- Operation and maintenance of the locomotive
- Spotter for the locomotive driver
- Ensuring rail cars are moving on time and on schedule
- Loading of oil cars
- Cleanliness of load/unload area and under the bins
- Assisting in general labour and pitching in wherever needed
- Aware of the conveyors activities at all times
- Check meals levels in silos daily and then setting the scale
- Operate the control panel to run the load/unload system
- Coordination of the bins and distribution; monitor how full they are and how much is there, which one is next in line to be filled, which leg to use, which silo to load trucks with the meal
- Computer knowledge; using the panel computer to make appropriate updates to the status of the legs, conveyers, bins, etc

The above is illustrated only and reflects the major duties that may be amended from time to time as required to suit the organization. The incumbent must perform other duties when required to assist in the effective and efficient operation of the company.

**Scope for Independent Action:**

The Load Out Operator/Shipper is expected to act and report routinely on all matters, circumstances and factors of offering service delivery within the scope of the position.

**Education/Training Required:**

High School or equivalent

**Experience Required:**

- 0 – 2 years experience in shipping and receiving in a high paced environment

**Personal Qualifications/Characteristics Required:**

- Ability to deal with difficult situations
- Interpersonal skills and the ability to interact with all levels of management and staff
- Proficient in the use of computer systems; word processing and email applications
- Demonstrates effective oral and written communication skills
- Good organizational and time management skills
- Able to work independently and within a team environment with respect, professionalism, co-operation, sensitivity.

**Approval:**

---

Unit Head

---

Immediate Supervisor

---

Date