



15495 Highway 152
P.O. Box 364
Wheeler, TX 79096

www.wlal.net
O. (806) 826-5591
F. (806) 826-3476

JOB DESCRIPTION

Job Title:

Assistant Manager

Reports To:

Feedyard Manager and Board of Managers

Function:

Assist Feedyard Manager in all areas of Feedyard operations.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. A list of duties follows below, however additional duties may be assigned by the Feedyard Manager as necessary.

- Assist in supervising all the different departments within the Feedyard Operation.
- Monitor ingredient storage to maintain an adequate, high quality inventory; orders commodities and schedules commodity deliveries; monitor quality control program for incoming commodities.
- Supervises monthly physical inventories of all medicine, commodities, feed additives, fuel and other items, as assigned, and timely reports results to the Controller.
- Assists with the development and implementation of safety and housekeeping programs for the feedyard and monitors compliance with the programs.
- Assist with supervising and training for the Beef Quality Assurance program.
- Monitors the preventative maintenance schedule for the feed mill and all associated rolling stock, as well as for all feedyard equipment; monitors compliance with maintenance schedule.
- Assist Feedyard Manager with daily operations in cattle, yard and farm departments as needed.
- Reports all Feedyard activities directly to the Feedyard Manager.
- Takes full charge of the feedyard in the Feedyard Manager's absence.
- Assists with hiring, training and supervision of feedyard employees.



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Qualifications:

- 1-3 years of feedyard management/supervisory experience, with the ability to understand, supervise and motivate employees.
- Working knowledge of all activities at a feedyard.
- Excellent organizational skills, communications skills, the ability to multi-task, and the ability to work well in a team.
- Knowledge of Turnkey Feedyard System, MicroBeef Feed System and Microsoft Office, or the ability and willingness to learn new software applications.

Competency:

Expected to demonstrate accuracy and thoroughness; work efficiently and effectively with minimal supervision; listen and interpret instructions; attend and participate in meetings; understand business implications of decisions; conserve organizational resources.

Work Environment:

This position requires considerable office work, yard observation from pickup truck, and some demonstration or direction of actual work tasks. The employee is regularly exposed to airborne particles and is frequently exposed to work near moving mechanical parts and outdoor weather conditions. The noise level in the work environment is usually loud. The employee is frequently required to climb or balance and can be exposed to work in high places. The employee is required to wear hard hat and eye, ear and respiratory protection whenever working in and around the feed mill.

I understand that these are my primary duties and that I may be asked to perform other duties, in my work area or in other departments, to contribute to the success of Wheeler Land and Livestock.

Signature: _____

Date: _____

Contact: Wheeler Land & Livestock LLC at (806) 826-5591 or email resumes to shane@wlal.net