

November, 2019

## **Position Outline: Feed Department Manager**

### **General Description:**

This position provides oversight and leadership for members of both the mill production crew and the feed delivery crews. Key objectives include (but are not limited to) quality control, operational efficiency, employee scheduling, workplace safety as well as other related items.

### **Mill production crew** – currently 3 members

Expectations:

- Operations
  - Quality control
    - Incoming commodities
    - Flake moistures
    - Flake weights/starches
  - Employee safety
    - Safety program vigilance
    - Safety training
  - Upkeep of feedmill facilities and surrounding area
  - Preventative maintenance
  - Service logs
    - Mill
    - Batch boxes
    - Liquid pumps
  - Operationally critical parts inventory
  - Boilers
  - Generator
  - Water system
  - Micro-machine
  - Batcher
- Work schedules
  - Adjust to production needs
- Efficiency opportunities
  - Electric usage
  - Water usage
  - Automation upgrades
- BQA training
  - New employee training
  - Recurring training updates
- Other...

(feed crew on next page)

**Feed Delivery Crew** – currently 2 feed callers & 10 drivers

Expectation:

- Calling feed as needed
- Quality control
  - Daily feed calls
  - Batching accuracy
    - Sample & record ration moistures
  - Mixing consistency
    - Routinely collect/submit samples for commodity & ration analysis
  - Feeding accuracy
  - Proper feed placement (distribution)
- Employee safety
  - Safety program vigilance
  - Safety training
- Upkeep of feeding equipment
  - Feed trucks
  - Loader
  - Batch boxes
- Work schedules
  - New employee training
- Efficiency opportunities
  - Truck routing
  - Batching process
  - Etc
- BQA training
  - New employee training
  - Recurring training updates
- Other?