

Position Objective and Responsibilities

Job Title: Grain Merchandiser

Reports To: _____ in the
_____ department.

Position Objective

To oversee and coordinate the purchase, storage, handling, and marketing of all grain transactions for the feed department's trade area in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Position Responsibilities

The grain merchandiser's responsibilities include supervision, safety and maintenance, recordkeeping, merchandising, grain origination profitability and sales, and other duties as assigned by management.

The grain merchandiser will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Supervision

Supervision involves supervising assigned areas to achieve the department's goals.

1. Supervise the storage and conditioning of all grains
2. Coordinate with location managers to receive all grain volume measurements, grain temperature measurements, and condition reports when needed
3. Coordinate truck transportation for on-farm grain pick up and delivery
4. Supervise and coordinate truck and rail grain shipments from the cooperative elevator

Safety and Maintenance

The grain merchandiser will uphold safety and maintenance policies and regulations.

1. Ensure that department facilities and equipment meet all federal, state, and OSHA regulations; and company insurance requirements
2. Receive no OSHA, state, or federal citations
3. Inform all employees and customers of safe product handling and operating procedures
4. Maintain and update monthly a maintenance schedule for all department facilities and equipment
5. Comply with the current RCI Safety Program
6. Ensure all department staff participates in company safety and right-to-know meetings
7. Ensure all department staff have read and understood the Emergency Action Plan and the Hazard Communication Plan; a signature from every employee is required

Recordkeeping

Recordkeeping involves maintaining accurate records, including a consolidated daily position record and grain related records, and developing and maintaining a working knowledge of grain industry requirements.

Maintain consolidated daily position record

1. Ensure record is accurate and current
2. Coordinate with regional DPR bookkeeping

Maintain grain-related records

1. Maintain accurate grain-related records and documents such as:
 - Warehouse receipts
 - Grain settlements
 - Grain Bank receipts
 - Scale tickets
 - Grading and discounts
 - Deferred payments
 - Grain check offs

Grain Merchandiser: Position Objective and Responsibilities, Page 3

- Priced Later contracts
- Hedge accounts, both patron and company

Develop and maintain a working knowledge of grain industry requirements

1. Comply with rules and regulations of government agencies such as the USDA, ASCS, IDALS, and EPA
2. Provide required reports and facilitate grain examinations
3. Ensure proper licenses and permits are current and accurate

Merchandising

Merchandising involves establishing and communicating a grain marketing policy and a company grain policy, and determining daily bids.

Establish company grain marketing policy

1. Establish a company grain marketing policy with the general manager's and board's approval. The policy should address the following:
 - Bids based on transportation:
 - * Unit train
 - * Single car
 - * Mini-train
 - * Truck
 - * Direct farm pickup
 - Margins in cents per bushel or percent based on settlement prices plus interest, storage and other costs
 - Amount of owned inventory or open grain position at any time
 - Price later contracts
 - Sales and hedging contracts (limits)
 - Deferred payment contracts

Establish and communicate company grain policy

1. Work with the general manager to establish a company grain policy and communicate the policy to customers. The policy should address the following:

Grain Merchandiser: Position Objective and Responsibilities, Page 4

- Storage rates-allocations and billings for accrued storage
- Grain bank policy and rates
- Drying rates and shrink discounts
- Price later contracts and basis contracts
- Receiving and load out charges
- Receiving hours

Determine daily bids

1. Determine daily bids based on desired margins and freight rates
2. Select the best bids and record entries
3. Be familiar with basis changes and protection
4. Monitor surrounding competitive bids

Grain Origination Profitability and Sales

The grain merchandiser will develop and implement programs and merchandising tools to establish the cooperative as customers' preferred merchandiser.

1. Submit an annual grain origination marketing plan to the general manager by _____ of each year, including:
 - Market trends analysis
 - Market share analysis
 - Competitor analysis
 - Customer education/training
 - Market plan goals
2. Coordinate and communicate with location managers regularly to ensure adequate quantity and quality of inventories are available to meet merchandising goals and customer needs. Communications may include:
 - Anticipated yields, quality, and moisture of new crop grain
 - Anticipated amount of grain to be delivered to each location
 - Inventory needed at each location to meet merchandising goals and customer needs throughout the year
3. Address customer complaints within _____ hours and resolve them promptly
4. Lose no customers due to services provided by the department

Other Duties

The grain merchandiser will uphold cooperative policies, perform other duties as assigned by management, and will enforce and uphold the cooperative's credit policy.

Uphold cooperative policies

1. Uphold all cooperative policies

Perform other duties as assigned by management

1. Perform duties as requested by management

Enforce and uphold the cooperative's credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current