

# Kaylor Grain Co Inc

**JOB TITLE:** Feed Truck Driver  
**REPORTS TO:** Feed Mill Manager  
**DEPARTMENT:** Feed  
**LOCATION:** Kaylor and Parkston

Employee will be required to work at both locations throughout the week.  
(Employee's residence will determine where shift will begin.)

**CLASSIFICATION:** Non-Exempt, Regular, Full-Time  
(Scheduled shift is 4pm-4am Monday thru Thursday.)



## Position Objective

To deliver, inspect and manufacture bulk feed to customers in a manner that will optimize the company's market share and savings, improve the company's efficiency, help achieve the company's mission and goals, and excel in customer service

## Feed Truck Driver

- Deliver bulk feed per customer's orders
- Learns and understands the customer's livestock operation well enough to avoid errors when making deliveries
- Unload product according to customer's requests
- Avoid spilling the product; clean up any spillage that occurs
- Ensure bin doors and covers are closed when delivery is complete
- Use extreme caution while driving in farmers' yards; drive slowly, watch for children, pets, animals, toys, flower beds, hedges, lawns, etc.
- Watch for overhead wires when using augers
- Wash vehicle as weather and operating conditions require to maintain a clean vehicle
- Verify product listed on the ticket is loaded and delivered correctly
- Provides assistance backing up the feed mill operator
- Assist in HACCP compliance activities
- Help keep feed mill clean and free from excess dust accumulation
- Perform basic grain handling; loading and unloading
- Perform maintenance and repairs to equipment
- Schedule delivery vehicle maintenance with your direct supervisor and company mechanic
- Report any needed repairs or special maintenance to your supervisor immediately
- Maintain a valid commercial driver's license
- Obtain medical certificate if required

## Reporting

- Submit billing sheets to supervisor daily
- Submit log sheets and all fuel/repair receipts to supervisor monthly
- Fill out billing sheets and log sheets completely and accurately
- Inform your supervisor of discrepancies in your reports as soon as you are aware of them

## Safety and Maintenance

- Safety and maintenance involves delivering orders safely, following regulations, and safely operating and maintaining the delivery vehicle
- Obey all traffic laws
- Allow no riders who have not been approved by your supervisor
- Uphold all company policies and regulations
- Attend employee safety trainings and meetings required to comply with the safety program

## Other duties as assigned by management

- Present a professional image through words, actions, and personal appearance
- Attitude consistently mirrors the company image and promotes fellow employee teamwork