



Title: MIXING TEAM LEAD
Reports to: Plant Operations Manager
FLSA Status: Non-Exempt

Approved: *Nicole L. Hansen* **Date:** 09/2020

SUMMARY: Coordinate mixing operations to optimize quality and efficiency of organic and conventional forage, turf and cover crop seed blends.

DUTIES AND RESPONSIBILITIES

(The following list is not a comprehensive but highlights the major areas of responsibility for the position)

1. Manage Mixing Production

- a. Lead regular production meetings with Operations Manager and Grass/Legume buyer and provide updates to sales staff.
- b. Maintain production schedule – in coordination with sales team, Operations Manager, buyers and Production Manager.
- c. Oversee and participate in mixing production, including inoculating legumes and mixing for stocking, back-stock and custom orders.
- d. Maintain documentation of mixing and inoculating for traceability and QA throughout mixing process.

2. Inventory Management

- a. Use inventory software reporting to identify production needs.
- b. Enter inventory data; create blend sheets, update status codes, enter lot numbers.
- c. Order and inventory inoculants.

3. Manage Mixing Department Employees

- a. Assist Human Resources with selection of mixing staff.
- b. Provide initial and on-going training for mixing staff.
- c. Supervise mixing staff including: leading daily production meetings in coordination with Operations Manager to prioritize work, priorities and timetables to crew, delegate daily tasks, provide feedback on quality of work, set up workload in advance for days off, work with Human Resources to formally address any Code of Conduct (attendance, punctuality, attitude, safety, etc.) issues.
- d. Work with management to implement and coordinate a quality incentive program for mixing staff.

4. Product Inventory

- a. Participate in daily warehouse meetings, including; communicate about receiving's, mixing updates, retagging and other projects that interface with warehouse staff. Collaborate on warehouse projects and help with prioritization of warehouse workload and job assignments.
- b. Manage warehousing of grass and legume products, including overseeing receiving and storage of grass & legume seed, communicate inventory transfers to Class B Driver and identify inventory shortages and communicate to buyers.

5. General Maintenance

- a. Maintain safe, clean and organized workspace.
- b. Oversee planned maintenance of mixing equipment.
- c. Communicate equipment needs to Operations Manager.

6. Ensure compliance with all company policies, state and federal law licensing requirements regarding seed sales and treatment.

7. Attend and participate in staff meetings and training sessions as required by the Albert Lea Seed House.

8. Perform other job and work related responsibilities, tasks and projects as needed or assigned.

QUALIFICATIONS

Knowledge, Skills and Personal Attributes

- Demonstrate the ability to plan, prioritize and organize to effectively manage multiple projects and activities with minimal direction. Respond to change in a flexible manner to meet evolving department needs.
- Communicate effectively verbally and in writing – is comfortable and effective at speaking to groups of employees. Is cooperative, accommodating and exhibits a customer service attitude.
- Exhibit a high degree of ethical conduct and discretion. Exercise good judgement and exemplify professional behavior at all times with accountability, integrity and follow-through.
- Remain current on all required trainings and certifications.
- Adhere to department procedures regarding punctuality and attendance and exhibit flexibility and cooperation with shift scheduling.
- Support the Albert Lea Seed House mission.

Education, Credentials and Experience

- Must be certified in forklift operation or be willing to become certified.
- Agricultural background with knowledge in regenerative and sustainable practices preferred.

Physical Demands

- Must be able to sit and stand for extended periods of time.
- Must be able to lift 50 pounds without assistance and 50+ pounds with assistance.
- Bending, twisting and reaching conducive to both an office and warehouse environment.
- Must be able to lift horizontally and vertically, climb and crawl, work on slippery or uneven surfaces, bend, stoop, kneel and walk for extended periods of time.
- Must be comfortable working in uncontrolled climates including heat, cold, dust and dirt.

This position description is intended as a guideline and is not intended to be all inclusive or exact, or construed as an expressed or implied contract. Changing business needs require revisions to job specifications and Albert Lea Seed House reserves the right to change or modify position requirements at any time.

I have read and understand the above position description.

Employee Signature

Date