



## WW Feed & Supply LLC

Curt & Susan Russell

303 W. First St., La Junta, CO 81050

Ph: 719-384-4463    www.wwfeed.com

## Mill worker

Permanent full-time. Hourly pay based on experience.

Position available July 1, 2018.

Work hours: Monday thru Friday 8 a.m.-5:30 p.m. (less lunch), plus every-other Saturday from 8 a.m.-12 noon.

### Job description

Primary duties and/or areas in which the employee will receive training:

- 1) Learn to use the mill leg, distributor, belts and bins, to move bulk grains from trucks and/or overhead bins into the mill area. This will include moving trucks over the bulk pits to unload & helping unload bulk grain.
- 2) Learn to use the vertical mixer and to follow ration sheets to produce mixed rations.
- 3) Learn to use the bagger, scales, sewing machines and tag copier to create bagged product. In addition, the employee will learn to create stable stacks of bagged product on a pallet.
- 4) Learn to put grain and/or mixes in 50-pound bags, in bulk totes, directly into customer vehicles and/or directly into delivery trucks. This will include using the forklifts and moving trucks under spouts.
- 5) Learn location of bagged products in the warehouse, which may be mix ingredients.
- 6) Become certified and learn to efficiently use WW Feed's provided forklifts to load & unload pallets of products.
- 7) Learn to keep accurate records of what products are used and what is made daily. Learn to fill out and turn in mill activity forms before the close of business daily. Take necessary samples.
- 8) Learn to keep mill area clean and safe.
- 9) Learn to provide appropriate customer service, which will include gathering the customer's product, bagged or bulk, and loading it into the customer's vehicle in a timely manner, while maintaining a helpful and friendly demeanor.
- 10) Cross-train with warehouse employee, who coordinates warehouse supplies, warehouse cleaning, and product stocking/shelving, and who also jointly handles customer service load-outs. Cover the warehouse job when he/she is absent.
- 11) Learn to observe bagged product quantities in the warehouse and bulk product quantities, and to anticipate any re-stocking needs from their observation. Upon finding a need, the employee will inform the office of the need and, if possible, proceed to create the product.
- 12) Learn to unload and re-load bulk liquid feed on site.
- 13) Other duties as assigned.

Teamwork is vital in our family-owned and operated business. Training provided.

Apply in-person with Susan or Curt at WW Feed & Supply, 303 W. 1<sup>st</sup> St., La Junta, CO



# WW Feed & Supply job application (mill or warehouse)

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Do you have a valid driver's license?  Yes  No (if you hold a CDL-A or CDL-B, then use **other** application)

Experience running a mill, warehouse or feed store \_\_\_\_\_

Type of large equipment operated before \_\_\_\_\_

The job is 8 a.m. to 5:30 p.m. Monday-Friday and 8 a.m. to noon Saturday. Do you have transportation to consistently meet these work times?  Yes  No

This job requires lifting/loading. Can you repeatedly lift & carry at least 100 lbs?  Yes  No

This job may require climbing as much as 60 feet. Do heights bother you?  Yes  No

This job is in a dusty environment & you'll get dirty. Can you handle this?  Yes  No

Language(s) you are fluent in \_\_\_\_\_ Your salary expectations \$ \_\_\_\_\_

### Job history (your three most recent employers):

1) Employer \_\_\_\_\_ Dates employed \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

2) Employer \_\_\_\_\_ Dates employed \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

3) Employer \_\_\_\_\_ Dates employed \_\_\_\_\_

Phone # \_\_\_\_\_ Supervisor \_\_\_\_\_

Duties \_\_\_\_\_

Other relevant experience \_\_\_\_\_

Ranch experience \_\_\_\_\_

Why leaving your current job? \_\_\_\_\_

Other references? \_\_\_\_\_ Phone# \_\_\_\_\_

By signing below, I consent to & authorize this prospective employer to call references to obtain information.

Your signature \_\_\_\_\_