

# Now Hiring

## Storeroom Floorperson II



### Summary

To assist in the operating of the storeroom by issuing and receiving all equipment and supplies.

### Essential Job Duties

- Unload chemical trucks
- Assist in continuous improvement activities
  - ▶ Organize Farm, Mud House, and Level 39 as needed
  - ▶ Use forklift to move materials
- Issue materials
  - ▶ Use Panatracker as needed to issue material
  - ▶ Issue material upon request – Panatracker, issue slip, or tool receipt must be prepared for all material taken from the storeroom with amount, date, where used, and initialed by the user
  - ▶ All company tools assigned must be logged in the tool book
- Inventory
  - ▶ Inventory material assigned by Storeroom Supervisor
  - ▶ Recount variance as assigned
  - ▶ Advise on items out of stock that need to be ordered
  - ▶ Assist in Storeroom Operating Report
- Freight
  - ▶ Unload freight
  - ▶ Sign for freight
  - ▶ Check in freight
  - ▶ Forklift certified
- Kitting
  - ▶ Create kits and store them in correct locations
  - ▶ Deliver kits and material to work sites
- Retrieve and issue parts as required
- Tag and stock incoming parts
- Keep work area clean
  - ▶ Mop and sweep floors
  - ▶ Dust shelving
  - ▶ Empty garbage
- Go to Level 39, Mud House, and Farm as needed
- Assist with using Fastenal machines
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs
- Develop new skills of self and others through training
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to supervisor
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines
- Use people, time, equipment, and material in the most efficient manner
- Good attendance, safety, disciplinary, and overall employment records
- Other duties as required by the business

### Qualifications

- High school education or equivalent
- Basic computer skills
- Should be motivated, willing, enthusiastic, and promotable
- Embraces teamwork
- Good attendance, safety, disciplinary, and overall employment records
- Demonstrated leadership and judgment
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively with employees at all levels



#### **Physical Demands and Expectations**

- Able to stand or walk on concrete floors for an entire eight-hour shift if necessary
- Able to lift up to 50 pounds
- Able to climb stairs
- Able to work in temperature extremes (cold and hot)
- Able to work in noisy and dusty conditions

#### **Minn-Dak Farmers Cooperative**

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: [jobs@mdf.coop](mailto:jobs@mdf.coop) or [sbitner@mdf.coop](mailto:sbitner@mdf.coop)

Phone: 701.671.7777

[www.mdf.coop/careers](http://www.mdf.coop/careers)

# APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.

How Did You Learn About Us?

Advertisement  Relative \_\_\_\_\_

Employment Agency  Friend \_\_\_\_\_

Employee Referral  Other \_\_\_\_\_

FOR OFFICE USE ONLY

Form 8850 filled out:  
 Yes  No

Follow up needed:  
 Yes  No

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City ST Zip

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_  AM  PM

If you are over 18 years of age, are you authorized to work in the United States?  Yes  No

Have you ever filed an application with us before?  Yes  No

If yes, when? \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, when and who was your supervisor? \_\_\_\_\_

Can you travel if a job requires it?  Yes  No

Date available to start work: \_\_\_\_\_

What is your desired salary? \_\_\_\_\_

Are you available to work:  Rotating shifts  Full Time  Campaign (appx Sept-May)  Harvest (appx Sept-Oct)

Have you ever been convicted of a felony?  Yes  No

*(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)*

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

## REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

## AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

Print Name

Signature

Date

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

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Signature of Applicant

Date

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**Please help us understand you better by answering these questions.**

**It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.**

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years?  Yes  No

Have you ever received a disciplinary action for attendance or other issue?

Attendance  Yes  No

Other Issue  Yes  No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player?  Yes  No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?