



Job Description
Scale House Operator

Reports To: Commodities Supervisor
FLSA Status: Non-Exempt
Department: Commodities

Essential Duties and Responsibilities:

1. Responsible for weighing and ticketing all inbound loads.
2. Probing and grading grain, according to GLE policies and procedures.
3. Prepare bill of lading for rail cars.
4. Work with and communicate with Commodities Assistant
5. Provide excellent customer service.
6. Work within Agris database to enter and retrieve data
7. Help with merchandising and supplies of corn.
8. Track rail cars.
9. Maintain a high level of customer service and friendly atmosphere.
10. Promote GLE in the community
11. Other Duties as Assigned

Physical Demands and Work Environment: Must be able stand for extended periods of time. Will be exposed to high noise levels. Rotating 12 hour shift which includes rotating weekends.

Education/Language Ability: Individual must be able to work with basic math (addition, subtraction, multiplication, division). Individual must have excellent verbal and written communication skills. Prior customer service experience a plus. Individual must be able to read, write, and comprehend the English Language.