



## Grain Sampler Job Description

**Job Classification:** Non-Exempt, Full-time

**Reporting Relationship:** Service Point Manager

### **Primary Accountability:**

The Grain Sampler is responsible for performing grain grading, sampling and processing according to the procedures under the United States Grain Standards Act and other applicable state and federal regulations.

### **Major Duties:**

- Inspects railcars, trucks and/or other carriers to ensure they are in proper condition for loading and free from leaks, odors, infestation, etc.
- Obtains representative samples of grain utilizing procedures specified by the United States Grain Standards Act (USGSA).
- Performs specialized tests such as aflatoxin and protein analysis; calibrates equipment, grinds samples, reads results and completes appropriate record keeping so that the Grain Inspectors may apply gradings.
- Observes and verifies the weighing of trucks and railcars by grain company employees.
- Maintains grain sampling equipment properly and ensures it is in good working order.
- Completes tickets and work records accurately and legibly.
- Must have thorough knowledge of state and federal laws, policies, rules and regulations relating to grain sampling.
- Promotes KGIS and branch location employee cohesiveness through effective communication, teamwork and shared services.
- Responsible for maintaining clean facilities and complying with all state and federal regulations pertaining to a safe workplace, housekeeping, and all activities that require regulation compliance.
- Attends training and safety meetings.
- Performs all other duties as assigned.

### **Qualifications:**

- A high school diploma or GED is required.
- One (1) to three (3) months of related experience and/or training, or equivalence of education and experience.
- Basic computer experience is preferred.
- Possess the ability to seek out and attend additional continuing education, seminars, classes or other job-related education requirements or opportunities.
- Possess thorough knowledge of state and federal laws, policies, rules and regulations relating to grain sampling.
- Considerable knowledge of state and federal laws, policies, rules and regulations relating to grain grading.
- Possess or the ability to obtain USDA/FGIS license to process grain samples.
- Possess or the ability to obtain USDA/AMA license to sample processed grain commodities.



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- Possess or the ability to obtain USDA/FGIS license to perform Technician functions (moisture, test weight, dockage and foreign materials).
- Ability to obtain USDA/FGIS license to grade corn, soybeans, wheat, grain sorghum and mixed grain.
- Ability to read, analyze, and interpret common scientific and technical journals.
- Ability to effectively communicate, present information and respond to questions, both verbal and written.
- Ability to communicate with people outside of the organization, representing KGIS to customers, the public, government, and other external stakeholders. This information can be exchanged in person, in writing, or by telephone or e-mail.
- Ability to perform basic math skills such as addition, subtraction, multiplication and division.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions and choose appropriate PPE as dictated by need, regulation and labeling.
- Ability to work independently and in team settings.
- Ability to exercise good judgment with a strong attention to detail.
- Strong interpersonal communication skills and the ability to establish and maintain effective working relationships across all levels of KGIS.

### Physical Demands:

- Frequently required to sit, stand, walk, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk and hear.
- Frequently lifts and/or moves up to fifty (50) pounds.
- Frequently climb ladders and stairs. This may include structural ladders, as well as climbing on to rail cars.
- Ability to ride in man lifts.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Ability to work long hours on a seasonal and unscheduled basis.
- Infrequent travel (less than 25%).

### Work Environment:

- Frequently exposed to extreme cold and extreme heat.
- Occasionally exposed to moving mechanical parts, fumes, or airborne particles, and vibration.
- The noise level in the work environment is usually moderate.
- May be exposed to heights above twenty (20) feet.
- Frequently exposed to grain dust including wheat, corn, milo and soybeans.

### Additional Duties:



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Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

Date

Supervisor Signature

Date