



## GRASSLAND DAIRY PRODUCTS, INC.

N8790 Fairground Avenue, P.O. Box 160 • Greenwood, WI 54437-0160 • Phone (715) 267-6182 • Fax (715) 267-5242

### *Job Description*

**Job Title:** Plant HR & Training Coordinator **Department:** Administration **Updated On:** 01/12/2019

**Reports To:** Corporate Manager/HR Manager **Wages:** Hourly **Job Status:** Full Time/Permanent

**Description:** This position is responsible for facility and employee relations through the maintaining and implementation of human resources and Training policies, procedures, and programs.

#### **Essential Duties and Responsibilities:**

- Follow and comply with applicable good manufacturing, safety, and quality assurance practices.
- Maintain proper documentation and record keeping management. This will include attendance, coachings, vacations, etc.
- Maintain company staff through orientating, and training employees.
- Ensure legal compliance within applicable human resources federal and state requirements.
- Ensure compliance with applicable local, state, and federal employee training requirements. (e.g. SQF, State etc.)
- Administration and monitoring of staff performance results. (e.g. Attendance, Job performance, Appraisals, Discipline)
- Identify human resource and training program deficiencies and request corporate needs.
- Worker's compensation; follow up with all worker's compensation cases; issue all bona fide job offers based on worker's abilities; follow up on employee compliance for workman compensation injuries.
- Assist plant management with employee related issues
- Other duties as assigned by management.

#### **Knowledge, Skills, and Abilities:**

- Exceptional attention to detail and strong organizational skills.
- Possess a high level of technical expertise and ability to adapt effectively within a continually changing and demanding environment.
- Ability to identify staffing needs through the understanding of products manufactured and processes involved.
- Must be able to demonstrate an ability and willingness to communicate effectively in order to maintain continuous improvement and high levels of safety, quality, and efficiency.
- Ability to read and comprehend regulatory documents in order to maintain corporate, local, state, and federal compliance.
- Computer skills with intermediate abilities in office programs (Excel, Word, Publisher, etc.)
- Ability to train and effectively communicate with individuals and/or large groups.

#### **Education/Experience:**

- High School Diploma or General Education Degree (GED).
- BS degree in related field or combination of work experience and education/certifications.

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*All employment at GRASSLAND DAIRY PRODUCTS, INC. is at-will and can be terminated by GRASSLAND DAIRY PRODUCTS, INC. or an individual employee at any time, for any reason, with or without notice, and with or without cause.*



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### Physical Demands

N/P = Not Present	0% of the time
R = Rarely	< 5% of the time
O = Occasional < 1/3 of hours worked	5-25% of the time
F = Frequent 1/3 to 2/3 of work hours	25-75% of the time
C = Constant > 2/3 of work hours	75% or more of the time

Task	N/P	R	O	F	C	Description/Narrative
Balancing		X				
Carrying*		X				< 50 lbs.
Climbing		X				Climbing step stools, portable ladders, & fixed ladders
Crawling	X					
Crouching		X				
Driving	X					
Finger Use		X				
Handling*		X				< 25 lbs.
Hearing					X	
Kneeling	X					
Lifting*		X	X			< 50 lbs.
Overhead Work	X					
Pulling*	X					
Pushing*	X					
Reaching				X		
Sitting				X		
Standing			X			
Bending		X				
Talking					X	
Twisting		X				
Vision					X	
Walking			X			
Grip/Grasp		X				
Other						
Other						

\* Please designate heaviest weight in description/narrative column

\* Team lifting is expected for weights which are heavy, awkward, or in a reaching position.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

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### Work Environment

\*Personal Protective Equipment will be provided by Grassland Dairy Products, Inc. as required and will be noted within control methods.

	<b>EYE HAZARDS</b>	<b>Check the appropriate box for each hazard</b>		Description of hazard(s) Exposure through incidental contact to an eye hazard may be present while in production areas.	Control methods: Safety Glasses are required in all plant areas.
	Chemical Exposure	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Compressed Gas/Air	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Dust or Airborne Debris	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	Impact	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Light/Radiation	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Bloodborne Pathogen	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Other	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			
	<b>HEAD HAZARDS</b>	<b>Check the appropriate box for each hazard</b>		Description of hazard(s)	Control methods:
	Impact (Falling objects or bumping against)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Electrical (Energized electrical work)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	<b>FOOT HAZARDS</b>	<b>Check the appropriate box for each hazard</b>		Description of hazard(s) Walking surfaces are typically wet. Occasional slip/trip hazards may exist.	Control methods: Slip resistant leather/rubber work boots/shoes are required at all times in plant facilities. Toe caps are made available to EE's upon request but are not mandatory due to low risk levels.
	Chemical Exposure	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	High Heat/Cold	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Impact/Compression	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Slips/Trips	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	Slippery/Wet Surfaces	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
	Electrical	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Bloodborne Pathogen	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	<b>HAND HAZARDS</b>	<b>Check the appropriate box for each hazard</b>		Description of hazard(s) Incidental contact with sharp objects or handling of sharp material may be present.	Control methods: Cut resistant gloves are available for material handling duties.
	Chemical Exposure	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	High Heat/Cold	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Cuts/Abrasion	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Puncture	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Electrical Shock	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
	Bloodborne Pathogens	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>		
Other	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>			

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	<b>BODY HAZARD</b>		<b>Check the appropriate box for each hazard</b>			
					Description of hazard(s)	Control methods:
	Chemical Exposure	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	NA		Company uniform or disposable smocks and/or coveralls are required in identified production areas.
	High Heat/Cold	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Abrasion	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Impact	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Electrical Arc	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Bloodborne Pathogens	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
Other	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
<b>FALL HAZARDS</b>		<b>Check the appropriate box for each hazard</b>				
				Description of hazard(s)	Control methods:	
	Fall Hazard (Exposed to unprotected heights of 4 feet or greater. Use of personal aerial lifting equipment)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
<b>NOISE HAZARDS</b>		<b>Check the appropriate box for each hazard</b>				
				Description of hazard(s)	Control methods:	
	Noise Hazard (Average noise exposure greater than 85db over an 8 hour period)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Noise levels greater than an average of 85db over an 8 hour period.	Company approved hearing protection is required in all production areas.	
<b>RESPIRATORY HAZARD</b>		<b>Check the appropriate box for each hazard</b>				
				Description of hazard(s)	Control methods:	
	Chemical Exposure	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Confined Space Work	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Particulate Exposure	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Welding/Fume Exposure	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			
	Other	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>			

The work environment characteristics describe here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<b>Employee Acknowledgement:</b>	<b>Date:</b>
<b>Grassland Representative:</b>	<b>Date:</b>

\*This position is a safety sensitive position and may require post-offer, pre-employment drug testing and physical capabilities testing.

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