

# NOW HIRING

## Safety Assistant

Minn-Dak Farmers Cooperative is seeking a full time, year-round Safety Assistant who is responsible for the inspection and maintenance of safety related equipment and assists in other safety related tasks. The Safety Assistant reports to the Safety Manager.

### Essential Job Duties

- Perform checks on all related fire and safety equipment as required by the regulating establishments.
- Perform inspection, maintenance, and refilling of fire extinguishers, including the transportation of fire extinguishers from the refill station to factory sites.
- Perform inspection and maintenance of self-contained breathing apparatus and backup tanks.
- Perform necessary inspection and maintenance on air monitors as required by supervisor.
- Perform inspection and maintenance of eye wash and shower stations.
- Attend all Safety Committee meetings and assist the Chairperson in the preparation of the meeting agenda.
- Prepare/complete required reports and maintain files of the same as required.
- Recognize safety hazards in the workplace and act to correct hazards that are present.

### Qualifications

- High school education or equivalent desired
- Must be able to read, write, and understand written and verbal instructions
- Maintain a valid driver's license
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

### Competencies and skill set required to do the job well

- Must possess computer skills and be able to use Microsoft WORD, EXCEL, and OUTLOOK.
- Must be able to learn Company's computer maintenance system.
- Must have, or be able to obtain, the necessary knowledge for compliance with the National Fire Protection Association for portable fire extinguisher maintenance.
- Must be able to reason through problems involving the setup and operation of moderately complex equipment.
- Must possess the judgment and knowledge to select and use the correct materials, tools, and equipment when performing maintenance work.
- Must be able to direct activities of outside contractors, helpers, and other workers as assigned.
- Must be able to reference, read, and understand how to use MSDS information.

Starting pay based on education and experience. Comprehensive benefit program including health, dental, and vision insurance, sign-on bonus, 401(k) plan, vacation, paid holidays, and after one year life insurance and LTD insurance.

### Application Process

All interested and qualified individuals are encouraged to provide a cover letter and resume. Please email to [recruiting@mdf.coop](mailto:recruiting@mdf.coop) or mail to:

### MINN-DAK FARMERS COOPERATIVE

Attn: Denise • 7525 Red River Road • Wahpeton, ND 58075  
701-671-1338

Equal Opportunity Employer

