



# Now Hiring

## Sugar Loader Helper

### Summary

This position must be capable to learn to load sugar in a safe and efficient manner into bulk railcars and trucks for delivery to customers, meeting their expectations for quality and food safety.

### Essential Job Duties

- A Sugar Loader Helper must be capable to be trained to assist the Sugar Loader Lead Person in loading sugar into bulk railcars and trucks for delivery to customers, as directed, safely, efficiently, and in compliance with all safety, food safety, food quality and sanitation programs, and environmental permits.
- A Sugar Loader Helper must be capable to learn and operate the following and any related equipment:
  - ▶ Railroad Equipment, including trackmobile, railcars, scales, etc.
  - ▶ Safety, Food Safety, Food Quality and HACCP Programs, Reports, Equipment, etc
  - ▶ Other Specialized Equipment

Sugar loader Helper should be capable of the following.

- Develop new skills of self and others through training.
- Report mechanical, electrical, instrumentation, environmental, food safety, food quality and operational problems, and unsafe conditions to supervisor.
- Assure that all work areas are kept clean within the food safety, food quality and sanitation guidelines.
- Complete reports as required. (Must be able to certify understanding of environmental requirements.)
- Use people, time, equipment, and material in the most efficient manner.
- Other duties as required by the business.
- Adhere to all company policies and all safety, food safety, food quality, feed safety, and sanitation rules and programs

### Qualifications

- Ability to read, write, and follow instructions.
- Should be motivated, willing, enthusiastic, and promotable.
- Good attendance, safety, disciplinary, and overall employment records.
- Ability to communicate and work cohesively with others.
- Demonstrated leadership and judgment.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

### Physical Demands and Expectations

Ability to stand or walk on concrete floors for an entire eight hour shift if necessary

Ability to bend, lift, and climb stairs and ladders

Ability to work in a hot atmosphere on a continual basis

Ability to work on rotating shifts up to six days per week. A normal shift will consist of eight hours with a scheduled sixth day every four weeks.

**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?

- |  |   |
|--|---|
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Relative _____ |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend _____   |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> 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.

## 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?