



# Now Hiring

## Auxiliary Supervisor

### Summary

This role assists Shift Supervisors to oversee plant operations as directed by plant management. The schedule varies based on need, including rotating shifts.

### Essential Job Duties

- The Auxiliary Supervisor assists with supervision of plant operations, and associated systems involved (including water, waste, environmental, and chemical systems), in the following areas: Beet Washing; Slicing and Diffusion; Pulp Pressing, Drying, Pelleting, and Storage; Juice Purification and Filtration; Lime Kiln; Steam Economy and Evaporation; Crystallization, Molasses Exhaustion, and MDS; Sugar Conditioning and Storage
- Assists with the supervision of a crew which operates the sugar plant. This individual is expected to lead, motivate, discipline, train, hire, communicate with others, and solve problems
- During campaign, when on shift, the Auxiliary Supervisor helps supervise all plant operations, including maintenance, plant-wide
- During inter-campaign, the Auxiliary Supervisor helps supervise maintenance, and assigned improvements and construction, on areas of the plant designated by the Maintenance Manager
- Assists in monitoring and controlling the morale and discipline of personnel
- Assists in the training of personnel to ensure they are knowledgeable and competent in their assigned jobs
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines
- Write and/or complete procedures, reports and paperwork as required. (Must be able to certify understanding of environmental requirements.)
- Develop the leadership, process and mechanical skills of self and others through training
- Use people, time, equipment, and material in the most efficient manner
- Reports on mechanical, electrical, instrumentation, environmental, food safety, feed safety, and operational problems, and unsafe conditions to management
- Complete administrative tasks, duties, and reports as required in a timely manner
- Other duties as required by the business
- Good attendance, safety, disciplinary, and overall employment records
- Implement and require strict adherence to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

### Qualifications

- Demonstrated technical and management expertise, gained through some combination of on-the-job experience and/or professional training, sufficient to excel at the Summary and Essential Job Duties listed above
- Five years of process related experience required
- Good understanding of plant maintenance and construction
- Should be motivated, willing, enthusiastic, and promotable
- Embraces teamwork
- Ability to communicate orally and in writing, and work cohesively with others
- Demonstrated leadership qualities, and planning/scheduling skills
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

### Physical Demands and Expectations

- Lift up to 50 pounds
- Bend
- Walk
- Climb stairs

### 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.

Print Name

Signature

Date

## 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

---

Signature of Applicant

Date

---

**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?