



Now Hiring

Safety Assistant

Safety Assistant

Summary

This position 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 Coordinator.

Essential Job Duties

- Perform checks on all related fire and safety equipment as required by the regulating establishments
- Perform inspection, maintenance, 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
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs
- Training others in the Facility and during New Hire Orientation
- Other duties as required by the business

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

- Must possess computer skills and be able to use Microsoft WORD, EXCEL, POWERPOINT, 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.
- Present information and publicly present information

Physical Demands and Expectations

- Ability to lift and transport up to 50 pounds
- Exposure to heat, cold, humid, and wet conditions
- Occasionally works near moving mechanical parts
- Exposed to fumes and airborne particles
- Noise levels are above 85 db
- Personal Protective Equipment, including respirators, must be worn when required
- Must be able to access all levels and areas of the factory to complete required safety inspections and maintenance

Minn-Dak Farmers Cooperative

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: jobs@mdf.coop or sbitner@mdf.coop

Phone: 701.671.7777

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?

- | | |
|--|---|
| ☐ Advertisement | ☐ Relative _____ |
| ☐ Employment Agency | ☐ Friend _____ |
| ☐ Employee Referral | ☐ 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.

Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
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

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?