

**Job Title:** Feed Yard Manager Assistant  
**Reports To:** Feed Yard Manager  
**Location:**

**Summary:** Work closely with Feed Yard Manager to manage and lead all activities involved at an assigned feedlot in order to meet personnel, productivity and profitability objectives. This includes cattle, mill, feeding, yard, and office administration.

**Essential Duties and Responsibilities** may include the following. Other duties may be assigned.

- Have a working knowledge to develop, monitor, and is accountable to, the feedlot operating and capital expense budgets.
- Manage, develop and lead various departments at the feedlot.
- Represent the Green Plains Cattle Company at community and national events.
- Participate and/or head up company wide feedyard planning projects.
- Work with EHSS and Operations Manager to ensure that required records and reporting are developed and maintained to comply with environmental, safety, and regulatory issues.
- Ensure that yard activities are carried out in an efficient manner through personal observations and meetings (formal/informal) with appropriate management and line employees.
- Ensure that supervisors and consultants are directed toward performance goals.
- Oversee the marketing of fed cattle.
- Work with Cattle Procurement to provide feedback on cattle quality, flesh, etc.
- Communicate with the Feed Yard Manager, and the Operations Manager, on current and future capital expenditures.
- Promote a safe and healthy work environment.
- Work with other managers in the development and/or improvement of future and existing feedlot operations and procedures.
- Act as backup for any of the department managers and/or line workers.
- Communicate, solicit, and provide customer support.
- Maintain rapport with outside vendors.
- Assist Feed Yard Manager to evaluate personnel for job performance and bonuses.
- Ensure compliance with all ISO/HACCP and OSHA/Safety procedures, rules, and regulations.

**Personal Competencies:**

- **Demonstrate Leadership for Others:** Display consistent skills, behaviors, and attitudes congruent with the values and strategies of Green Plains Cattle Company; model high performing level of motivation, performance and personal integrity that others strive to emulate; match actions and words.
- **Know the Organization:** Understand the organization, strategic objectives, structure; work effectively within the organization to achieve results; work continuously to make linkages and build networks within the organization.
- **Know the Customer and the Market:** Know customers in the market territory; keep up to date on key competitors; understand and respond to the needs and expectations of relevant customer segments; establish effective working relationships with customers to gain respect and loyalty; identify opportunities presented by changes and shifts in the marketplace.
- **Balance Key Management Factors:** Match resources, processes, and management style to the demands of the situation; preserve and develop productive capacity while accomplishing immediate and long-term objectives, concentrating on core business.

- **Administer Effectively:** Monitor daily implementation of activities, projects, policies and procedures; notice errors and gaps; keep detailed and accurate records; process paperwork promptly and follow up on important details.
- **Manage Finances:** Understand the financial implications of various actions; make effective use of various sources of financial information (e.g., operating reports, spreadsheets, etc.) establish and meet realistic budget goals based on sound cost analysis; take continuous action to control costs while maintaining high quality performance.
- **Demonstrate Technical/Functional Skills:** Meet or exceed technical/functional expectations.
- **Facilitate Work:** Provide consistent, clear work direction relative to current priorities; delegate and assign work based on employee skill, experience and development needs; monitor work progress against goals; manage conflicting requirements; remove obstacles; instill a sense of urgency relative to task.
- **Demonstrate Interpersonal Skills:** Communicate in an open, straight forward, honest and respectful style; check for message clarity; understand the effect the communication style has on others, including nonverbal communications; plan for and adapt to the wide variety of communication preferences and needs of others.
- **Build Effective Teams:** Develop an understanding of and assesses group dynamics; take action to enhance the productivity and collaboration among subordinates and peers; create an environment that encourages and reinforces teamwork.
- **Take Initiative:** Assume responsibility for necessary actions or problems resolution; appropriately initiate behavior on projects or initiatives without requiring explicit management direction or guidance; know when management involvement is required and seek it out.
- **Remain Objective:** Keep personal feelings in check; remain impartial; gather relevant data before taking action.
- **Integrity:** Deal with others in an honest, ethical and fair manner; act in ways that are consistent with beliefs: openly address conflicts when they arise; provide clear and appropriate reasons for decisions.

#### **Minimum Experience and Education:**

College Degree or 2-5 years industry experience and a complete knowledge of the cattle feeding industry. Also requires supervisory or management experience. A good understanding of OSHA/HACCP guidelines is preferred as well as an understanding of a cattle accounting system. Excellent communication and leadership skills are required. Bi-lingual (English/Spanish) skills are a plus; must be computer literate.

- **Language Ability:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- **Math Ability:** Ability to perform basic math functions and calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, etc.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Word Processing software, Spreadsheet software, Accounting software, and Internet software.

#### **Work Environment:**

The work environment characteristics described 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.

While performing the duties of this job, the employee is occasionally exposed to airborne particles. The noise level in the work environment is usually quiet.

**Physical Demands:**

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

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.