

Equity Cooperative Livestock Sales Association

Position Description

Position Title: Weigh Master/Auction Clerk
Location: Bonduel
Reports to: Market Manager or his/her designee
FLSA Status: Non Exempt

Overview:

Equity, Wisconsin's largest livestock marketing cooperative, is also one of the nation's largest livestock marketing organizations. Service to its members is a primary obligation of all employees. The responsibility of the person in this position is to positively conduct activities and services under the direction of the Market Manager in order to establish a strong, competitive and profitable marketing operation for all patron members, operate daily responsibilities in a manner that meets all Cooperative policies, and manage daily responsibilities in accordance with established goals, plans, procedures and budgets as directed by the Market Manager.

Essential Functions:

1. Adheres to Equity's policies and guidelines
2. Enters accurate weight, headcount, seller, and animal ID of livestock into computer
3. Balances scale in accordance with Packers and Stockyards regulations
4. Verify accurate headcount, species code, and backtag.
5. Enter sale price and buyer information from sale ring.
6. Communicates with co-workers to make corrections.
7. Provides excellent customer service to all patrons
8. Other duties, as assigned

Qualifications and Requirements:

1. Must be able to multi-task
2. Basic keyboard computer and keyboarding skills
3. Ability to remain calm under pressure

Available Training:

One on one training with experienced weigh master
Review of P & S regulations on weighing