



Position: Field Representative

General: This field representative position services dairy farmers in Northeast Wisconsin and the Upper Peninsula of Michigan. This position reports to the Director of Milk Marketing and works closely with all Family Dairies USA patrons, milk haulers and cooperative staff. The successful candidate will reside in the Northeast Wisconsin.

Objectives: To maintain and promote our high-quality milk marketing program by working closely with designated farmers on producing quality milk in addition to procuring new patrons as needed. This individual must be extremely dependable, self-motivated, and able to work independently while handling multiple tasks in an accurate and organized manner. Key qualities also include exceptional interpersonal skills, time management skills and being conscientious of the cooperative's credibility and image.

Responsibilities of a Field Representative:

1. Work with patrons on milk quality issues, such as: antibiotics, standard plate count, somatic cell count, adulterated milk, fluctuating component tests, etc.
2. Be a liaison between patrons and regulatory agencies, including state Departments of Agriculture, and the Health and Interstate Milk Shippers. The field representatives must have a thorough knowledge of all state and federal regulations and documentation procedures.
3. Understand how regulatory agencies impact patrons and the cooperative.
4. Ensure that patrons farm quality and operation standards are maintained above a passing score for an IMS survey.
5. Collect water samples as needed.
6. Assist patrons with antibiotic tests on evenings and weekends as needed or requested.
7. Keep patron records current and on file for state Departments of Agriculture requests.
8. Procure additional supplies of milk for the cooperative as needed or directed.
9. Regularly maintain producer patron contact by corresponding via phone calls, email or on-farm visits with the producer patrons in territory.
10. Respond to phone calls and emails in a timely manner to maintain effective communication with patrons and staff members.
11. Attend all members meetings in your respective area, along with all other required meetings and cooperative events.
12. Must be neat in appearance and maintain a professional attitude.
13. Complete office paperwork in a punctual and organized manner, including producer status & membership forms, rBGH-free affidavits, and state inspection forms.
14. Keep company-supplied vehicle clean, well-maintained, and in good repair as specified by the cooperative.
15. Understand membership benefits and procedures for cooperative's membership division along with working closely with those division field representatives.
16. Be willing to take on special projects and initiatives assigned by the Director of Milk Marketing or the General Manager.

Qualifications:

1. Must have dairy knowledge and/ or farm agricultural background.
2. Minimum completion of high school diploma.
3. A valid driver's license and acceptable driving record. Position requires travel visiting patron farms.
4. Have a thorough knowledge of dairy farm equipment and environmental sanitation.
5. Ability to obtain State certification for Weigher & Sampler, Antibiotic, Lab Tech and Calibration Licenses.
6. Working knowledge of multiple component pricing or applicable pricing mechanism as dictated by the USDA Dairy Division or the cooperative.
7. Possess computer skills using Microsoft Windows and Office applications.
8. Possess good communication and problem-solving skills, ability to service others and work as a team player is.
9. Must have a helpful and considerate attitude toward everyone you encounter, most particularly patrons, industry professionals, coworkers, milk haulers, and board of directors.

Candidates must be dependable, patient, flexible, safety-conscious, hardworking and proud of a job well done. Candidates should exemplify very accurate and organized work; be driven and passionate about helping farmers improve their business. Candidates should also be able to thoroughly communicate any improvements or changes that need to be made on the farm or within the milk marketing program.

Further, candidates must be self-conscious that one's job performance reflects positively on the cooperative's credibility and image in any related way. Must act in such a way to promote and maintain a positive reputation and impression of the cooperative across the industry and local communities.

Lastly, candidates must be a motivated, self-starter and openly communicate with office and field staff. A team player attitude is vital to this person's success. Communication is essential in discussing potential challenges and helping address situations, on-farm or internally. New ideas to cooperative programs and projects are welcome and encouraged.

Family Dairies USA is an equal-opportunity employer.

FarmFirst Dairy Cooperative
Attn: Norbert Hardtke
4001 Nakoosa Trail, Suite 100
Madison, WI 53714-1381

Or e-mail to:
nhardtke@farmfirstcoop.com