

FEED DEPARTMENT

- Develop a complete understanding of feed calling using a slick bunk system
 - Drive the feedyard and look at each bunk for slick bunks or bunks carrying feed in order to make changes for the present day
 - Make feed adjustments on new cattle as well as finish ration cattle
 - Understand the process and be proficient at getting cattle started on feed correctly
 - Distinguish between high and low risk cattle and the different strategies associated with getting them started on feed properly

- Enter Feed Calls:
 - Adjust feed calls in our feed system computer from the previous day to the present day

- Upload Feed:
 - Upload feed after changes have been made from our system to the Feed System in order to load the feed trucks

- Identify Rations:
 - Identify each ration by its look, color, and ingredients
 - Starting Ration _____
 - Growing Ration _____
 - Finish Ration for Steers _____
 - Finish Ration for Heifers _____
 - Other Rations _____

- Understand the importance of proper nutrition in rations and maximized feed intake of cattle
 - Spend time with the consulting nutritionist

- Feed Delivery:
 - Drive feed truck and ensure accurate feed delivery of the correct ration to the correct pen
 - Competent use of scales and printer in the feed truck
 - Place feed in the bunk, distributed evenly, from the start to the end of pen
 - Hit feed calls for each pen by 100 pounds on round one and round two
 - Hit feed calls for round three by no more or less than 50 pounds

- Complete understanding of feed system in the Five Rivers Cattle Program
 - Ability to make all necessary adjustments and changes such as pen moves and change of rations

- Equipment operation associated with feed delivery
 - Operate feed trucks, hay truck, tractors with bunk sweepers
 - Preventive maintenance program on the above mentioned equipment such as the RTA fleet maintenance program and the TopKat fuel inventory program

- End of Day:
 - Make necessary corrections, process feed for the day, update feed calls for the day, run a yard sheet for the nutritionist, and run bunk readers report for the next day
 - Make sure the feed trucks are loaded back with the proper rations for the next day
 - Check the feedyard for cattle that may need to be hayed or touched up with the correct ration before leaving
 - Check with the shipping and receiving department so that pens can be hayed for cattle coming in that night

- Participate in departmental management meetings

- Learn and abide by feed department safety procedures

Intern Signature

Supervisor Signature

CATTLE DEPARTMENT (ANIMAL HEALTH)

- Pen Riding: Learn proper horsemanship and procedures for checking cattle on horseback
- Learn to evaluate cattle based on the diagnosis system that we follow
- Understand symptoms sick cattle display in order to better diagnose the illness
- Learn to properly administer hospital treatment protocol as written by consulting veterinarian
 - Using antibiotics
 - Proper injection sites and administration (e.g. I.V., S.Q., I.M.)
- Learn necropsy procedures and proper diagnosis of mortalities
- Learn to maintain an accurate inventory on medicines
 - Learn to order medicine and supplies needed by the doctor crew
- Understand the cattle system and how it is used to keep accurate and complete records on every animal that is treated (e.g. diagnosis, treatment, hospital tag, and lot tag)
 - Learn to enter the daily treatments into the cattle system
- Learn proper, low stress animal handling techniques
- Learn shipping withdrawal protocol and practices
- Participate in departmental management meetings
- Learn and abide by cattle department safety procedures

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CATTLE DEPARTMENT (SHIPPING AND RECEIVING)

- Learn the process of receiving cattle
 - Unload trucks
 - Look for rejects
 - Input cattle into cattle system as arrivals
 - Sorting
 - Lotting (building pens)
 - Pen moves
- Learn the processing protocol and procedures
- Understand implant program and how it relates to cattle performance
- Understand the cattle system operations
 - Receiving
 - Sorting
- Learn receiving spreadsheets
- Learn to complete end of day receiving work
- Learn shipping weigh-up procedure and withdrawal protocols
- Complete shipping paperwork
- Learn proper, low stress animal handling techniques
- Participate in departmental management meetings
- Learn and abide by cattle department safety procedures

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MILL DEPARTMENT

- Grain Receiving
 - Learn how to receive commodities and distribute commodities to the correct bin
 - Learn bushel weight checking and record keeping procedures
 - Complete corn sample grading
 - Complete fat testing
 - Participate in daily sampling of incoming commodities and understand sample record keeping procedures

- Rolls
 - Understand the steam rolling process
 - Learn roll operation and maintenance procedures
 - Participate in daily sampling and overnight
 - Learn flake moisture checking and record keeping procedures
 - Understand the importance of consistence in the flake
 - Participate in daily testing, flake color indexing and flake weight, and the purpose of doing this
 - Identify what the optimum FCI and flake weight is

- Boilers
 - Identify what part the boilers play in the milling process
 - Learn boiler operation and maintenance procedures
 - Understand how important it is that boiler maintenance is consistent
 - Learn how to test the boilers
 - Learn how to blow down the boilers
 - Identify the importance of the brine, chemicals used in the boilers

- Batching
 - Understand how to batch feed
 - Learn how to load feed trucks
 - Identify how to spot possible problems in the batching system
 - Understand how to read amp meters and what they can tell us in the batching system
 - Learn feed sample checking and record keeping procedures
 - Identify how to look for inconsistencies in the batching, such as variations in weights
 - Recognize how to adjust batching system for variances, ration changes

- Mill Maintenance
 - Understand the importance of mill preventative maintenance
 - Learn mill maintenance system and procedures
 - Learn mill cleaning procedures and rules
 - Identify what the major parts of the mill are and how we maintain them
 - Assist with preventative maintenance and describe major check points that are done on a weekly basis

- Inventories
 - Learn how to inventory bins
 - Understand why we maintain accurate inventories

- Load ordering
 - Learn how to order loads of DDG, hay, etc., for the next weeks usage

- Various other mill responsibilities and how they impact the yard
 - Silage season
 - Check bunks for whole corn
 - Learn heavy equipment operation and maintenance
 - Learn proper operation of front-end loader while filling roughage boxes and/or feed trucks

- Participate in departmental management meetings

- Learn and abide by mill safety procedures

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YARD DEPARTMENT

- Gain basic understanding of service and maintenance of feed trucks, loaders, tractors, and pickups, including the service intervals, lubrication points, and routine repairs
- Gain basic understanding of the water system and tank maintenance, including drain systems, freeze prevention, cleanliness, and tank replacement
- Learn pen maintenance practices including those for dust control (an ongoing project throughout the summer), filling holes, cleaning bunk and tank pads, cable repair and bunk cable height adjustment, and gate repair, including operation of welder and cutting torch
- Become familiar with the environmental responsibilities and recordkeeping requirements for the feedyard, including nutrient management
- Organize schedule for fence and tank repairs and pen cleanings
- Learn road and alley maintenance, including how to keep alleys smooth, control dust, maintain proper drainages, and prevent weed re-growth
- Be exposed to miscellaneous yard department responsibilities, such as keeping office yard mowed, keeping the feedyard free from trash, the upkeep of painted fences and gates, and anything else that might need to be done that is not planned or scheduled
- Equipment Operation: operating loaders, land planes, skid steers and other related yard equipment
- Participate in departmental management meetings
- Learn and abide by yard department safety procedures

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OFFICE DEPARTMENT

- CHECKLIST:**
 - Complete New Hire Checklist - Hourly
 - Intern Orientation
 - Communicating Intern Learning Objectives
 - Identify Intern Expectations
 - Exit Evaluation

- Commodity Clerk:
 - Operate commodity program and weigh trucks in and out
 - Review tickets and prepare summary reports for commodity payments, prepare payments, and follow proper accounting procedure guidelines for check signing, distribution and mailing
 - Learn how to write commodity contracts and how to review status report

- Cattle Clerk
 - Learn how to ship and receive in the cattle program
 - Reconcile cattle head count and prepare payment for incoming cattle
 - Post deposits for cattle shipped to the plant
 - Learn how to fill out brand book and slaughter permits
 - Compile paperwork for lot folders

- Accounts Payable Clerk
 - Prepare invoices for payment including account coding and approval signatures
 - Enter vouchers into MAS500 and learn how to write checks for payment
 - Follow proper accounting procedure guidelines for check signing, distribution, and mailing
 - Learn how AP files are kept in accordance with corporate guidelines and auditing purposes

- Console Clerk
 - Learn how to batch feed in the feed program and Comco system and load the ration into feed trucks
 - Track loads of hay and corn steep on paper and enter manually into computer
 - Understand communications on the radio and safety precautions taken with the operation of belts, hoppers, and trucks

- Office Manager
 - Learn Accounting procedures and postings necessary for month end close
 - Learn how to review balance sheet and reconcile accounts
 - Learn about DR/CR memos and journal entries
 - Review Human Resources – Including hiring guidelines and procedures in addition to benefits, 401K, and insurance enrollment
 - Review Workman's Compensation procedures and when accidents should be reported on the OSHA log
 - Review Payroll procedures and how to track vacation and sick time
 - Review deductions on paychecks and what the employer/employee pays

- Gain a basic understanding of feeder cattle procurement
 - Learn how to figure breakevens on cattle using historical data
 - Learn how different origins and qualities of cattle affect feeding performance
 - Learn how seasonal changes and weather affect feeding performance

- Gain a basic understanding of marketing finished cattle
 - Marketing cattle on a formula vs. selling them in the cash market
 - Learn what characteristics to look for when determining when cattle should be marketed

- Participate in departmental and yard management meetings

- Learn how important it is to maintain an effective safety program throughout the feedyard and what measurements we use to determine this

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