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N7295 Feed Mill Lane, Algoma, WI 54201 Ph. 920-837-2226 Fax. 920-837-2372
715 Frontier Street, Luxemburg, WI 54217 Ph. 920-845-1528 www.riocreekfeedmill.com

Seasonal Job Posting at Rio Creek Feed Mill

Job Title: Summer Office/Yard Intern

Locations: Rio Creek & Luxemburg, Wisconsin

Employment Type: Seasonal Part Time (20-30+ hours/week, weekends available during summer of 2025)

Salary: negotiable

Posted Date: 04/24/2025

Closing Date: when filled

To Apply: Fill out and submit RCFM's job application paperwork and drop off at either location, or email to ajbarta@riocreekfeedmill.com

Job Description:

Primary Objective:

- To assist with general office duties as described below:

Major Accountabilities:

- Scaling inbound & outbound product
- Sampling & testing incoming & outgoing product
- Answer phones as needed
- General cleaning
- General filing
- General outside cleaning
- General outdoor tasks (painting, cutting grass, powerwashing, etc)
- Follow company policies and procedures regarding safety and conduct
- Create a positive, professional image to customers and community

Knowledge, Skills, Abilities:

- Comply with all safety requirements
- Willingness to learn scaling and grain management software
- Displays a high level of initiative, effort, and commitment towards completing assignments efficiently
- Ability to communicate information or ideas effectively in written or oral form
- Ability to organize, deal with change effectively, and work on multiple tasks concurrently
- Ability to work in a fast-paced environment, at times independently with minimal supervision
- Possess math skills when performing daily operations

Physical Requirements/Environmental Adaptability:

- Agricultural environments may be undesirable at times including exposure to weather extremes, noise, dust, fumes, chemicals and fertilizers, and strains from lifting and bending requirements.
- Personal Protective Equipment(PPE) may be required for some tasks.