



Bay State Milling Job Description

Job Title: Assistant Miller
Department: Processing
Reports To: Shift Miller/Mill Superintendent
FLSA Status: Hourly
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SUMMARY

The Assistant Miller is responsible for selecting, cleaning, and preparing various wheat mixes for grinding. The selected wheat must meet specifications for moisture and protein. All tasks must be completed safely and efficiently to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of safety, quality and productivity.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

1. Operate cleaning house equipment in two mills as directed to produce wheat for grinding that meets specifications for various wheat grades.
2. Check and adjust machinery to operate optimally.
3. Assist the Shift Miller in daily mill operations.
4. Inform the Shift Miller of any problems that may affect mill operations, flour quality, yields, or unnecessary downtime.
5. Keep accurate records as required.
6. Perform sanitation duties in accordance with the Master Cleaning Schedule.
7. Performs PM checks and maintenance
8. Submit work requests to appropriate management
9. Monitors air filtration equipment for proper operation and changes socks as required
10. Responsible for housekeeping throughout the mill areas inside and out
11. Perform other duties or tasks as required

NATURE AND SCOPE

The Assistant Miller is responsible for the supervision of the mill equipment and products being produced in the mill.

DIMENSIONS

Primarily, taken care of on one shift; however, extra hours are put in as the need arises. Primarily, taken care of on one shift; however, extra hours are put in as needed. Rotating Nights and weekends will be worked accordingly.



QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty effectively. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and operation manuals. Have ability to complete routine reports and AOM correspondence courses.

MATHEMATICAL SKILLS

Have ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Have ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Have ability to deal with multiple problems involving several variables in standardized situations.

OTHER SKILLS AND ABILITIES

Willingness to cooperate with peers to accomplish work assignments and maintain effective working relationships; demonstrate respect and consideration for others' opinions; contribute to the overall task of the team. Will follow Company policies, procedures and work rules. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Be able to supervise all projects and duties performed. Be able to lend advice and knowledge to workers being trained.

SAFETY

Perform all tasks safely and efficiently.

No preventable accidents; takes precautions to prevent risk of injury to self, others, or Company property.

TEAMWORK

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the



Team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships. Be a team player. *Perform all tasks safely and efficiently.*

DEPENDABILITY

Follows through on tasks; requires minimum supervision and follows instructions and procedures. Arrives at work on time; follows company policies for vacations and leaves. Observes Company rules; completes tasks within deadlines.

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 regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb on ladders or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. *Perform all tasks safely and efficiently.*

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 regularly exposed to wet and/or humid conditions and moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to high, precarious places; outside weather conditions; and extreme heat. The noise level in the work environment is usually loud. *Perform all tasks safely and efficiently.*

FOOD SAFETY / SECURITY REQUIREMENTS

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.

While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety. It is the expectation and responsibility of the employee to report any and all injuries immediately to the supervisor, and to report to



supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.