



Bay State Milling Job Description

Job Title: Blender
Department: Packing, Loading, and Warehouse
Reports To: PLW Supervisor
FLSA Status: Hourly
Date Revised: 7/30/2020

SUMMARY

The Blender operates, maintains and troubleshoots all blending machines, such as airlocks, blowers, motors, lab equipment; measures bins, inspects bins, cleans floors, fills feeders, takes samples. The final product must meet Bay State Milling Company specifications. Additional duties may be delegated by supervisor.

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

The Blender is responsible for a variety of support and service functions including:

1. Learns, operates, maintains and troubleshoots all blending machines, such as airlocks, blowers, motors, lab equipment, computers, etc.
2. Blends flour from flour bins and operates a select-a-type panel board and/or computer interface, which controls the pneumatic transfer of product from bulk bins to packer, bulk trucks, bulk rail cars, etc.
3. Directs the packers and advises which flour blend is in specific bins to be packed and which bags are to be used.
4. Makes adjustments and repairs to blending systems as necessary.
5. Works and interacts with truck drivers, packers and supervisors, sales staff and truck dispatchers, to assure that production and shipping schedules are met.
6. Takes bin inventory, inspects bins, cleans floors, fills feeders, takes samples, and any other duties as delegated by supervisor.
7. Calculates figures to prepare reports and complete all required daily paperwork to track movement and disposition of flour.
8. Prints Loading Orders, inputs truck shipments and verifies correct “Bill of Lading”, “COA” and “Vehicle Inspection Form” and completes any other paperwork for each load as needed.
9. Must be able to use Microsoft Office software, including Excel, Word, etc.
10. Must be able to work through Microsoft Dynamix (AX) for all Pack and Bulk items.
11. This is not an all-inclusive list; the blender is expected to perform other duties.

DIMENSIONS

The Blender position operates on the 1st, 2nd, or 3rd shift, but may be required to work other hours or weekends as business dictates.



QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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 equivalency is required. No previous experience is required.

LANGUAGE SKILLS

Must be able to read, write and comprehend English and complete reports. Must have the ability to read, analyze, and interpret memo, technical procedures, or governmental regulations.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions to practical situations

REASONING ABILITY

Must have the ability to learn system functions, operations and process flow and be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

On-going training to enhance performance in position as required.

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.

SAFETY

1. While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety.
2. 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.

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.

DEPENDABILITY

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

OTHER SKILLS & ABILITIES

Must maintain working knowledge of Bay State's product line and keep abreast of changes and upgrades of products. Must be able to type and have the ability to utilize computer programs including word processing, spreadsheet applications such as Office products and the Company's Microsoft AX system. Must be detail oriented.

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.*

1. Must be able to work in an environment which has extremes in temperature.
2. Be able to climb ladders, and work in high places.
3. Be able to stand and/or walk for extended periods of time
4. Occasionally required to bend, stoop, kneel, crouch or crawl.
5. Finger and hand dexterity to type at a keyboard, and to use basic hand tools occasionally.
6. Required to lift and or move items up to 100 lbs. in weight.
7. Vision requirements are close vision, distance vision, color vision and depth perception.

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.*

1. The work environment is a wheat flour manufacturing facility.
2. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
3. The employee will work in an atmosphere which contains various amounts of dust, fumes and/or airborne particles.
4. The employee is frequently exposed to wet and/or humid conditions.
5. The employee is occasionally exposed to high, precarious places.
6. The employee will be exposed to extremes in hot (100+ degrees) and cold conditions.
7. The work environment is noisy, frequently in excess of 100 decibels.