



Bay State Milling Job Description

Job Title:	Elevator Operator
Department:	Elevator
Reports to:	Elevator Manager, Mill Superintendent, Shift Millers
FLSA Status:	
Prepared By:	Mike Walsh
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SUMMARY The Elevator Operator is directly responsible for unloading wheat cars and flour cars, operation and maintaining condition (sanitation and minor maintenance) of the Shuttlewagon, accurate record keeping of track sheets and unloading reports, sanitation of the unloading area, unloading pit, elevator roofs and tunnels, lubrication of bearings and gear reducers of all equipment operated by the Elevator Operator in the process of unloading cars and moving wheat through the elevator to the mill. This position is responsible for abiding by Company established GMP's, safety standards and HACCP program. This summary description of the Elevator Operator position is not inclusive of all tasks and duties that may be required. It is representative of the tasks and duties expected to be successful in this position. Other duties and tasks may be assigned to assure smooth operation of the elevator.

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.*

- Capable of performing basic math functions, with or without the aid of a calculator.
- Capable of performing computer operations.
- Capable of following and communicating written and verbal instructions in English.
- Needs to have computer knowledge to perform data entry activities.
- Possess a valid drivers license and a good driving record, to qualify to operate the Track mobile.
- Understand basic mechanics.
- Need to be an independent worker with self-initiative to carry out job functions.

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.*

- Must be able to work in an environment which has extremes in temperature.
- Be able to climb ladders.
- Must have physical dexterity to perform basic repair functions.



- Be able to stand and/or walk for extended periods of time.
- Occasionally required to bend, stoop, kneel, crouch or crawl.
- Occasionally required to lift and or move more than 100 pounds.
- 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.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places. The employee will be exposed to extremes in temperature, both hot and cold. The employee will be exposed to vibrations. The work environment is noisy, at times in excess of 100 decibels.

FOOD SAFETY/SECURITY AND QUALITY REQUIREMENTS

The Company is committed to producing and delivering defect free products that are in compliance with all applicable legal and regulatory requirements and are of the highest levels of food safety, quality and productivity. To ensure this, all employees are required to be trained on and adhere to the FDA Current Good Manufacturing Policies as set forth by the Company as they pertain to personnel practices, equipment and facilities. It is also vital that all employees be aware of their work environment and prevent any accidental or intentional adulteration of the products produced at the facility.