



Bay State Milling Job Description

Job Title: Flour Handler
Department: Packing
Reports To: PLW Manager
FLSA Status: Hourly
Prepared By: Plant Manager
Revised Date: 7/2/2019

SUMMARY

Responsible in all aspects finished Product storage handling, packaging and loading. All jobs being completed in the allotted time.

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

ORGANIZATIONAL RELATIONSHIPS: This position reports to the PLW Manager. The employee will however interact with all levels within the company.

SUMMARY: Set up, adjust, and operate the equipment and systems store, pack and or load all finished products according to the finished product requirements that are determined by the PLW Manager or designee to meet the customer specifications for all the finished products.

OPERATIONS: This includes the following:

- Move filled pallets of bagged flour from the palletizer to the proper warehouse area,
- Operate the bagger and sealer as needed,
- Operate the bulk flour load out system as necessary,
- Load pallets into trucks as quickly and efficiently as possible,
- Assist in the loading of mill feed to trucks or railcars when needed,
- Work overtime daily on weekly as needed to complete tasks.

MAINTENANCE: Follow directions as given by the PLW Manager to properly lubricate as necessary, equipment that is used in the warehouse; including performing routine maintenance and minor repair. Report all mechanical problems to the PLW Manager or designee. Responsible for the preventive maintenance program on the packaging and loadout equipment as directed.

SANITATION: Maintain a sanitary and safe environment in all areas of company property. Fill in on plant sanitation projects on an as needed basis.

PLW OPERATIONS: The employee is to help with flour inventories at end of month on an as needed basis. Keep and maintain logbooks on operations, maintenance, sanitation and repairs.



Report all specification deficiencies when they happen to the PLW Manager, Q.A. Manager or Plant Manager.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in the time allowed. 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/or EXPERIENCE

Minimum requirement is a high school diploma or equivalent. Must possess excellent communication skills.

LANGUAGE SKILLS

Must speak fluent English as the primary language. Must have the ability to read, analyze, and interpret memos, general business communications, technical procedures, and governmental regulations and/or labels. Must have the ability to write in English and complete reports.

MATHEMATICAL SKILLS

Must possess the ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions to analytical situations.

REASONING ABILITY

Must possess the ability to define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to interpret technical instruction in mathematical or diagram form and deal with multiple tests operating at any given time.

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.

- Stand, walk, and bend, a large percentage of the workday.
- Climb ladders and catwalks while carrying tools and equipment,
- Work in confined space for extended periods,
- Go into the manufacturing plant to sample, inspect, investigate, or assist with the operation on a daily basis.
- Lift and/or move up to 50 pounds consistently, occasionally greater weight may be lifted. Specific vision abilities required by this job include both close and distance vision.



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.

The work environment is essentially that of a flour silo and packaging plant. However, work in the mill will require extended periods of exposure to high noise and dust levels. While performing the duties of this job, the Flour Handler is frequently exposed to medium and large sized moving mechanical parts, flour dust and/or airborne particles. The noise level in the work environment is usually moderate, but areas of the plant may reach 100 dB. Ear protection, safety glasses, dust masks are provided for the employees' safety. The environment the employee will be exposed to manufacturing temperatures that will exceed 100 Degree's F. in summer and sub-zero temperatures in winter.

SAFETY

While performing the essential job functions, the employee is expected to work in a safe manner and to follow/change company policies regarding safety. It is the expectation and responsibility of the employee to report any and all injuries immediately to the Plant Manager and to resolve any safety situation that is substandard and poses a risk for employee injury, property damage or loss.

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.