



## Bay State Milling Job Description

**Job Title:** Grain Handler  
**Department:** Platteville Processing  
**Reports To:** Technical Miller  
**FLSA Status:** Non-Exempt  
**Prepared By:** Plant Manager  
**Date Revised:** 5/1/2020

### SUMMARY

Position involves a variety of activities associated with the milling, cleaning and packaging or loading of flour and by-products. Employee will ensure that all equipment is operating at its most efficient capacity at all times and is achieving the optimum yield and capacity. Housekeeping, maintenance, repairs and safety are all daily responsibilities. Required to be available and on call to meet the needs of the company.

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

Operate grain cleaning and milling equipment to produce optimum performance in yield, capacity and quality. Check and adjust equipment on a constant basis to account for changes in grain and other variables, to ensure that the milling units are performing at peak efficiency at all times. Collect samples and analyze all data provided by laboratory and make decisions on whether you need to make adjustments to mill, make calls to personnel from other departments, or other appropriate action to minimize and control product that is out of specification.

### BY-PRODUCT HANDLING

Direct the loading of millfeed and screenings trucks and if necessary railcars.

### MAINTENANCE

Responsible for the preventive maintenance program on the grain handling equipment. Including performing routine maintenance and minor repair. Assisting and performing routine maintenance and minor repair as directed by the miller.

### SANITATION

Responsible for the sanitation program of all of the grain handling system. Fill in on plant sanitation projects on an as needed basis.

### PLANT OPERATIONS

Set up, adjust, and operate the grain tempering system on an as needed basis. Assists in the flour milling process as an operator of the mill on an on-call basis. Fills in as required on the flour



packing and bulk load-out system as an operator on an as needed basis. The employee is to help with grain inventories at end of month,

Keeps and maintains logbooks on operations, maintenance sanitation and repairs. Reports all specification deficiencies when they happen to the Miller, Quality Control Manager or Plant Manager.

Aids in all aspects of the grain handling, milling production, warehousing and packing areas as directed.

**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. Fluent computer skills with a strong emphasis on P.C. based spreadsheet programs.

#### **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**

While performing the duties of this job, the employee is regularly required to use their hands to lift, handle, or feel; and to reach with hands and arms. The employee must be able to communicate verbally and nonverbally and should be able to hear within the normal range. The employee is required to stand, walk, and bend a large percentage of the workday. The employee will be required to go into the manufacturing plant to sample, inspect, investigate, or assist with the operation on a daily basis. The Grain Handler must lift and/or move up to 100 pounds on a frequent basis. The employee will be required to stand and work on ladders and in areas of



height that exceed 70' vertical using safety harness' and safety lanyards in extreme weather conditions. Specific vision abilities required by this job include both close and distance vision.

### **WORK ENVIRONMENT**

The work environment is essentially that of a grain elevator. However, work in the mill and warehouse will require extended periods of exposure to high noise and dust levels. Frequent contact with office personnel will also occur. While performing the duties of this job, the Grain Handler is frequently exposed to medium and large sized moving mechanical parts, grain and 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 General Manager and to resolve any safety situation that is substandard and poses a risk for employee injury, property damage or loss.

### **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 their work environment and prevents any accidental or intentional adulteration of products produced at this facility.