



Bay State Milling

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Bay State Milling Job Description

Job Title: Lab Technician Class 1
Department: Lab
Reports To: Quality Assurance Manager
FLSA Status: Hourly
Prepared By: Human Resources
Created Date: 06/01/2016
Revised Date: 04/15/2021

SUMMARY:

The Laboratory Technician Class I is responsible and accountable for various laboratory testing included but not limited to the outline in the General and Analytical & Baking section of this job posting to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest level of safety, quality, and productivity. This position further requires evaluation of submitted samples versus analytical guidelines, an ability to understand and interpret results and an assessment of placing product on hold for further evaluation if necessary. The candidate will be required to have good written and oral communication skills with Millers, Head Packers, and various Department Management personnel at both the local and corporate level. This position requires the individual to be able to work in a fast paced cross functional team atmosphere, an ability to work within a team is a must.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. The technician must be proficient by rotating through all skills on a routine basis. This will be measured by each Lab Tech participating in testing the interlab check samples on a rotating monthly basis.

GENERAL:

1. Evaluate and prioritize incoming samples for testing procedures.
2. Evaluate samples for color versus standard samples through standardized slicking methods.
3. Evaluate samples for enrichment and bromate treatments through standardized testing procedures.
4. Composite, apply proper treatments, and send approval samples to customers.
5. Collect and send samples for monthly check samples and to outside labs for analysis.

6. Evaluate dough qualities through running and evaluation of farinograph curves.
7. Prepare samples for experimental milling.
8. Perform experimental milling procedure and evaluate milling characteristics.
9. Perform standardized granulation and evaluate results on selected samples.
10. Empty flour samples from file shelves and cabinets.
11. Complete product analysis sheets on outgoing shipments.
12. Any other task assigned by Quality Assurance Manager or designate.

ANALYTICAL & BAKING:

1. Weigh proper amount of sample and run physical evaluation for moisture, ash, and protein on submitted samples submitted to quality assurance laboratory for evaluation.
2. Make solutions for running physical ash and protein, malt index levels, bromate and enrichment spot tests.
3. Perform standardized amylograph test and evaluate results.
4. Inspect incoming grain samples for insect infestation.
5. Perform standardized FNV test and NIR protein on incoming grain samples.
6. Evaluate all incoming grain for rejection/acceptance.
7. Perform preventative maintenance, cleaning, and basic repairs to lab equipment.
8. Evaluate appropriate samples for moisture, ash, and protein using NIR instrumentation. Maintain NIR calibration and identify outliers for calibration maintenance.
9. Ability to use analytical balance on a daily basis.
10. Perform standardized vomitoxin screening and evaluate results.
11. Prepare dough and evaluate dough fermentation for yeast activity.
12. Analyze samples for salt analysis via chemical titration and via salt analyzer. Maintain bottle top dispenser and salt analyzer for continued accuracy.

13. Any other task assigned by Quality Assurance Manager or designate.

MISCELLANEOUS:

During plantwide fumigations, the employee will be required to work in the production areas of the plant doing various tasks that may be assigned by management.

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 prevent any accidental or intentional adulteration of products produced at this facility.

SAFETY:

While performing the job functions it is the expectation of the employee 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 their 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. Due to the presence of chemicals in the lab, it is important for the employee to understand chemical reactions, MSDS sheets, and safe chemical handling practices.

LANGUAGE SKILLS:

Capable of following and communicating written and verbal instructions in English. Must have the ability to read, analyze, and interpret memos, reports, technical procedures, and/or governmental regulations. Must have the ability to write in English and complete reports. Due to potential contact with sales people, customers, and other personnel, must be able to work closely with a variety of individuals and/or personalities.

MATHEMATICAL SKILLS:

Must be capable of understanding various mathematical concepts, i.e., addition, subtraction, multiplication, and division and be able to utilize them in every day operation of the lab. Needs to be able to perform various functions with a basic calculator. Ability to count sequentially is required.

EDUCATIONAL REQUIREMENTS:

Bachlors Degree in Food Science, Biology or equivelent and/or at least 3-5 years laboratory experience. Must be able to read and comprehend written instruction. A basic understanding of mechanics is required for preventative maintenance and cleaning of equipment. Keyboarding/computer skills are essential. Chemistry background and/or baking experience are helpful.

PHYSICAL REQUIREMENTS:

Job is in an environment that contains various amounts of dust in the atmosphere related to wheat and rye grain milling and environmental noise of 100 dB. Must be able to climb stairs and ladders, and various other activities such as bending, kneeling, standing, and lifting. Occasionally may be required to lift up to 50 lbs. Due to the importance of the position to ensure the quality of Bay State Milling Company's product, an excellent attendance record is required. Cannot work in this area if allergic to wheat, rye, soybeans, or other products that are associated with the grain milling industry.

Several tests require ability to differentiate colors and ability to distinguish minute characteristics.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical information in report form and deal with multiple situations at any given time.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee successfully performing the functions of this job. Reasonable accommodations may be made for individuals with minor disabilities as long as the functions of the job are performed in a safe and efficient manner.

The work environment is a flour mill laboratory. Frequent contact with operational aspects of the plant site are possible while performing the duties of this job. The lab tech I is frequently exposed to moving mechanical parts, fumes, and/or airborne particles.

Revisions:

4/12/18 – Added created and revised dates.

4/15/21 – Removed duties associated with bake lab/other tasks moved to Quincy.

Added duties under Analytical - #8, 11, & 12.