



## Bay State Milling Job Description

**Job Title:** Packer  
**Department:** Packing / Warehouse  
**Reports to:** PLW Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared By:** PLW Manager  
**Revised Date:** 8/12/2019

### SUMMARY

Duties of the packer position include: operating the Accel packer to fill 21 lbs., 25 lbs., 27 lbs., 50 lbs. bags of flour. The position of packer is responsible for weights of bags, sealing of bags, coding of bags, checking to be sure the correct bags are being packed, volume of output and keeping work area neat and clean. They operate the metal detector and label machines. Packers may be assigned other duties as needed by the supervisor.

### SAFETY

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

### TEAM WORK

- 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 supervisors 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 including vacations and leaves. Observes Company rules; completed tasks within deadlines.

**QUALIFICATIONS** *To perform the job of packer 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.*



- Needs to be able to communicate both verbally and in writing in English.
- Needs to be able to perform basic math functions, with or without the aid of a calculator.
- Needs to be capable of learning to perform computer entry.
- Needs to be an independent worker with self-initiative to carry out job functions.
- Must have basic proficiency in computers and the ability to operate scan guns.
- Must be able to perform and document CP test.
- Must be willing to rotate shifts to cover absences if required.

## **EDUCATIONAL REQUIREMENTS**

- Possess high school diploma or equivalent (GED). Possess strong analytical skills.
- Must be willing to learn the Company's computer system.

## **LANGUAGE SKILLS**

- Must be capable of communicating and following written and verbal instructions. Must be able to read safety rules, operating and maintenance instructions, technical procedures.

## **MATHEMATICAL SKILLS**

- Capable of performing basic math functions, with or without the aid of a calculator. 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**

- Ability to define and solve problems collects data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables at any given time.
- Ability to apply common sense understanding to carry out training instructions furnished in written, oral, or diagram form.

**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 for extended periods of time.
- Frequently required to bend, stoop, kneel, crouch or crawl.
- Constantly required to twist torso.
- Frequently required to lift and or move 50 pound bags.
- Must be able to stack 50 lbs. over five feet high.



- Vision requirements are close vision, distance vision, color vision and depth perception.
- Must be able to work in a confined space area.
- Must be able to see and drive forklift.
- Must be able to work rotating shifts.

**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 exposed to vibrations. The employee is occasionally exposed to high precarious places. The employee will be exposed to extremes in temperature, both hot and cold. 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.