



Job Description

Job Title: Milling Superintendent
Department: Processing
Reports To: Operations Manager
FLSA Status: Exempt

SUMMARY

The Milling Superintendent is responsible for directing and managing the milling operations on a daily basis to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest level of personnel safety, food safety, quality, and productivity. Responsibilities include providing leadership and direction for mill crew work activities, daily production, maintenance planning and sanitation of the milling department. This position is responsible for providing daily production metrics to Plant Management and production scheduling personnel and assist in the planning of production schedules.

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

Coordinates mill operations in accordance with Company policies, principles, and procedures. Effectively communicate needs or barriers with all other departments that are vital to the interest of the overall business.

Confers with customers and manufacturing representatives.

Develops plans for efficient use of materials, machines, and employees.

Looks for and implements changes in the operation to enhance efficiencies and promote continuous improvement.

Responsible for meeting approved production costs, product quality, and modifies production, sanitation and inventory control programs to maintain and enhance profitable operation of the facility.

Reviews and recommends budgets to Plant Management.

Develops and oversees implementation of capital projects for the mill.

Is an active member of the HACCP Committee.

Is responsible for overseeing departmental training and a positive department moral.

Is an active member of the plant safety committee, and reviews the safety-training program and recommends changes or additions.

Is actively involved in the budget planning and overall strategic planning for the mill.

SUPERVISORY RESPONSIBILITIES

Supervises and manages the Milling team. Is responsible for assisting in the overall direction, coordination, and evaluation of the Milling Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



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.*

EDUCATION and/or EXPERIENCE

To perform this job successfully, the individual must have at least a high school diploma or equivalent, a College degree in Milling Science and Management or equivalent on the job experience is desired.

LANGUAGE SKILLS

Must be capable of following and communicating both written and verbal instructions in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write in English and complete reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

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 problems, collect 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.

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.

The physical demands described here are representative of those that must be met by an employee successfully 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 required to sit, use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to stand, walk, climb or balance, and must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

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 report any and all injuries immediately to the 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.



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 in a plant manufacturing facility, containing various amounts of dust in the atmosphere, related to the cleaning and milling of wheat. Frequent contact with operational aspects of the plant site, plant-operating personnel, and lab and office employees is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, and outdoor temperature, which will reach in excess of 100 degrees F. The noise level in the work environment will be in excess of 100 db. Hearing protection is required in certain areas of the plant.

TEAMWORK

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 supervision and peers to accomplish work assignments; helps create and maintain effective working relationships.

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 the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.