



## Bay State Milling Job Description

**Job Title:** Packer  
**Department:** Warehouse  
**Reports to:** PLW Manager  
**FLSA Status:** Hourly Non-Exempt  
**Prepared By:** Mike Carlson  
**Date Revised:** 08/21/2018

### SUMMARY

The Packer is responsible for accuracy of bag weights, sealing and labeling of bags, coding of bags, checking to be sure the correct bags are being packed, and ensuring volume of output. They are also responsible for keeping the work area neat and clean. Packers may be assigned other duties as needed by the Manager/Supervisor.

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

- Operate the pack line in an efficient manner to meet operating targets for efficiency, downtime, and minimal rework
- Repair pallets of finished product as they occur (broken bags, missing labels etc.)
- Conduct inspections of warehouse rebolt sifters weekly
- Operate Forklift
- Pull pallets of flour from packing line and place them in designated storage areas
- Operate tote packer; fill totes with farina, whole wheat, flour, etc.
- Understand and use Scanworx inventory system in regards to warehouse packing supplies and finished product movements
- Understand policies and procedures set forth by BSM, USDA & other applicable food production entities

**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.*

- Must have operational knowledge of packing equipment, including a Packer, Check-Weigher, Stacker/Bundler, Palletizer, and Stretch Hooder
- Must be capable of trouble-shooting common issues and communicating problems to maintenance/management
- Must be Forklift Certified
- Must be able to communicate in English, both verbal and written
- Must be able to perform basic math functions, with or without the aid of a calculator
- Must be capable of learning computer entry
- Must be an independent worker with self-initiative to carry out job functions



- Must be willing to rotate shifts and cover absences if required

**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
- Must be able to climb ladders
- Must have physical dexterity to perform basic repair functions
- Must be able to stand for extended periods of time
- Must be able to bend, stoop, kneel, crouch, twist and crawl frequently
- Must be able to frequently lift and/or move 50 pound bags
- Vision requirements are close vision, distance vision, color vision and depth perception

**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.

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## **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.