



Bay State Milling Job Description

Job Title: Shift Miller
Location: Platteville, CO
Department: Processing
FLSA Status: Non-Exempt
Revised Date: 12/16/2019

SUMMARY:

The Shift Miller position involves a variety of activities associated with the milling and packaging or loading of flour and by-products 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. Employee will ensure that the equipment is operating at its most efficient capacity at all times and is achieving the optimum yield and capacity. Daily housekeeping, safety, and direct supervision of hourly employees fall under the Shift Miller's direction. This position will be required to work rotating shifts including days, evenings, and overnights as needed.

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 their peak efficiency at all times. Collect and analyze all data provided by laboratory and subordinates on your shift and make decisions on mill adjustments, communications to all plant personnel or other appropriate required actions to maximize and control product quality.

Supervise and communicate with all hourly employees concerning the appropriate duties required to successfully keep the plant operating within all regulatory and good manufacturing practices. Project a positive attitude toward all company directives, procedures, and decisions while directing the work force to comply with all company policies. Provide positive or disciplinary performance reinforcement as required to ensure a competent milling team.

Inform appropriate management personnel within the plant of any problems that could affect plant production, quality, yields, or unnecessary downtime. Identify opportunities to continuously improve plant operating systems and products. Work extra hours before or after your normal shift when needed to avoid unnecessary downtime.

Continually provide training and direction for personnel on proper safety habits, operating



procedures, and company policies to ensure an injury-free workplace.

NATURE AND SCOPE:

Reports to the Technical Miller II. Interacts with all plant personnel. Position requires a strong technical knowledge of milling and related production equipment capabilities. The incumbent is required to possess the ability to lead a productive work force. Flexible availability in scheduling is required due to nature of position and required shift rotations.

LANGUAGE SKILLS:

Capable of following and communicating written and verbal instructions in English. Must have the ability to read, analyze, and interpret memos, technical procedures, or governmental regulations. Must have the ability to write in English and complete reports.

EDUCATIONAL REQUIREMENTS:

High school diploma or equivalent. College degree in Milling Science and Management and/or equivalent on-the-job training with supplemental classroom training.

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.

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 and solve 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 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 and fingers to, 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.

WORK ENVIRONMENT:

The work environment characteristics 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.

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, 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 indoor temperatures, which will reach more than 100 degrees F. The noise level in the some areas of the work environment will be more than 100 dB. Hearing protection is required in certain areas of the plant.

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.

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.