



Bay State Milling Company Job Description

Job Title: **Truck Driver**
Department: **Trucking**
Reports to: **Bulk Plant Supervisor**
FLSA Status: **Non-Exempt, Hourly**
Date Prepared: **4/16/19**

Summary

Handle paperwork and samples involved with flour deliveries. Operate a truck. Wash trucks and conduct daily pre-operations and post operations inspections on trucks.

Responsibilities:

1. Assist in loading trucks. This includes sealing the truck as required.
2. Conduct pre-operations and post operation inspections of truck. Report any deficiencies noted during inspection or during operation.
3. Maintain awareness of sanitary conditions of truck and report to Bulk Plant Operator/Supervisor when truck needs service or washing.
4. Drives truck and unload at customers' location. Completes reports as required by various customers.
5. Driver is responsible for maintaining his/her unloading hoses and fitting in good repair. The Driver will clean-up any leaked or spilled flour at the customer's site to the customer's satisfaction. Driver is responsible for cleaning and maintaining all internal and external vehicle surfaces.
6. Drivers are responsible for complying with weight and bridge laws. Drivers will maintain their logbooks as required.
7. Drivers are responsible for maintaining all fluid levels, water, oil, fuel and on any vehicle they operate.
8. Drivers will comply with GMP's at all times and operate their vehicle in a courteous and safe manner regardless of the actions of others.
9. Must have the ability to accommodate changing start times, end times, and days worked to meet customer needs.
10. Maintain appropriate documentation of all tasks performed.
11. Performs other duties or tasks as required.

This summary of the Truck Driver position is representative of the duties, tasks and responsibilities a person must assume to be successful in this position. Other tasks, duties and responsibilities may be assigned to maintain a smooth running operation.

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:** Must have a class A CDL and sufficient math skills to compute load weights and inventories.
- **Experience:** Must have a class A CDL. Should have worked in mill or packing to be familiar with flour grades, treatments and GMP's.
- **Reasoning Ability:** Must be able to understand and follow through with spoken and/or written instructions that will become extensive at times.
- **Physical Requirements:**
 - Must be able to drive a truck/fork lift.
 - Occasionally stack or re-stack bags and pallets. Bags weigh 50 to 100lb. Pallets weigh 50 to 70 lbs.
 - Must climb on top of trailers to load and wash trucks.
 - Must not be allergic to wheat and/or associated dusts.
- **Dependability:** Will arrive to work on time. Willingness and flexibility to be on-call as position requires. Position may require weekend work, or 7-day work schedule based on business need. Must demonstrate the ability to follow instructions and complete tasks within deadlines with minimal supervision.
- **Safety:** Must follow safety procedures; will take precautions to prevent risk of injury to self, others, or Company property. Will train and enforce mill and food safety.

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.

- Be willing and able to climb ladders.
- Must have physical dexterity to perform basic repair functions.
- Be able to stand and/or walk for extended periods of time.
- Occasionally required to bend, stoop, kneel, crouch or crawl.
- Periodically required to lift and or move 100 pounds bags.
- Vision requirements are close vision, distance vision, color vision, and depth perception.
- Finger and hand dexterity to type at a keyboard, and to use basic hand tools occasionally.



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 frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places. The employee will be exposed to extremes in hot and cold. The work environment is noisy, sometimes in excess of 90 decibels.

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 Plant Manager have the authority to release product on hold.