



Bay State Milling Company Job Description

Job Title: **Utility**
Department: **Mill**
Reports to: **Head Miller**
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Date Prepared: 1/15/2019

Summary

Duties of the Utility position include but are not limited to, sanitation and relief of Assistant Millers and Elevator Operator. This includes sweeping, shoveling piles of spilled material, blowing down overhead areas, and washing down dirty areas, assisting in mill repairs where needed, measuring wheat bins, and cleaning the elevator and track areas. The Utility position also fills in for any position that is vacant due to vacation, illness or injury. The positions which the Utility worker will be required to fill include, Assistant Miller, and Elevator Operator.

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.

EDUCATION and/or EXPERIENCE

- A high school diploma or general education degree (GED) is desirable. Must be computer literate or be willing to learn computer data entry.

LANGUAGE SKILLS

- Must be capable of following and communicating written and verbal instructions in English. Must be able to read safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

- Capable of performing basic math functions, with or without the aid of a calculator. Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.



TEAMWORK

- Willingness to rotate shifts as required. Must cooperate with peers to accomplish work assignments and maintain effective working relationships; demonstrate respect and consideration for others' opinions; contribute to the overall task of the team. Will follow Company policies, procedures and work rules.

DEPENDABILITY

- Will arrive to work on time. Position may require daily overtime, 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.

OTHER REQUIREMENTS

- Ability and willingness to learn forklift truck operation

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.

- Must be able to work in an environment, which has extremes in temperature, heights, and tight spaces.
- Be 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.
- Frequently required to lift and or move 100 pounds 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



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