



Bay State Milling

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Bay State Milling Job Description

Job Title: Utility
Department:
Reports To:
FLSA Status: Hourly
Prepared By: Human Resources
Revised Date: 4/7/2020

SUMMARY:

The utility position is the entry-level position into the plant. Primary job duties involve activities associated with operating various types of motorized material handling equipment in the warehouse and elevator areas, and the operation of automatic palletizing equipment in the warehouse 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. Utility personnel require basic mechanical skills for the operation and setup of warehouse equipment. Utility personnel may be assigned to any department within the facility, and are required to maintain and provide housekeeping functions.

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

1. Must be certified to safely operate various models of industrial motorized trucks equipped with attachments, i.e., sideshift and push pull, used in the movement of palletized products within the plant.
2. Safely operate various warehouse equipment, including but not limited to, palletizers, stretch wrappers, conveyors, etc. used in the movement of packaged products, and assist maintenance personnel in troubleshooting and repairing equipment.
3. Operate computer for data entry and order processing.
4. Operate label-producing equipment.
5. Load bulk flour and feed trucks.
6. Load bulk flour and feed rail containers.
7. Provide vacation relief for forklift, spoutman, and roll tender classified positions.

8. Load 50 lb. sacked product onto pallets.

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. Experience in the business will be taken into consideration on a case-by-case basis.

LANGUAGE SKILLS:

Capable of following and communicating 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 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 figure, 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. However, frequent contact with operational aspects of the plant site is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. 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 prevent 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.