



Bay State Milling Job Description

Job Title: Assistant Miller
Department: Processing
Reports To: Head Miller
FLSA Status: Non-Exempt
Date Revised: 11/9/16

SUMMARY

The Assistant Miller is responsible for selecting, cleaning, and preparing various wheat mixes for grinding. The selected wheat must meet specifications for moisture and protein and blend recipes. Many functions performed by the miller on duty will be aided by the Assistant Miller requiring critical thinking and ability to manage multiple tasks simultaneously. All tasks must be completed safely and efficiently to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of safety, quality and productivity.

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

1. Operate cleaning house equipment in two mills as directed to produce wheat for grinding that meets specifications for various wheat grades.
2. Check and adjust machinery to operate optimally.
3. Assist the Shift Miller in daily mill operations and exhibit the ability to learn tasks to perform basic responsibilities of a shift miller.
4. Inform the Shift Miller of any problems that may affect mill operations, flour quality, yields, or unnecessary downtime.
5. Keep accurate records as required.
6. Perform sanitation duties in accordance with the Master Cleaning Schedule.
7. Perform Preventative Maintenance on milling equipment
8. Submit work requests to appropriate management
9. Monitors air filtration equipment for proper operation and changes socks as required
10. Responsible for housekeeping throughout the mill areas inside and out
11. Perform other duties or tasks as required to aid the team and further develop skillset.

DIMENSIONS

Primarily, taken care of on one 8hr shift; however, extra hours are put in as the need arises.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, safely and efficiently. 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 EXPERIENCE

At least one of the following three forms of education or experience is required.

- Bachelor's degree in Milling Technology
- Certificate of Completion of the IAOM Correspondence Course.
- Minimum of 1 year related experience in a milling environment
- Experience in similar line of work operating multiple systems at once.

LANGUAGE SKILLS

English fluency is essential. Must have strong verbal and written communication skills and possess the ability to respond to either sensitive inquiries or complaints. High attention to detail and a keen eye for esthetics is needed to read, analyze, and interpret training documents, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from managers, customers or auditors is needed.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Possess the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Must have the ability to solve practical problems and deal with a multiple variables in situations where only limited standardization exists. Display the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

On-going training to enhance performance in position as required.

SAFETY

Perform all tasks safely and efficiently.

Participate in the Dupont STOP safety program as directed by BSM Co.

Takes precautions to prevent risk of injury to self, others, or company property.

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. Furthermore, to any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.

TEAMWORK

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships. Be a team player.

DEPENDABILITY

Self-motivated, follows through on tasks; requires minimum supervision and follows instructions and procedures. Arrives at work on time; follows company policies for vacations and leaves. Observes Company rules; completes tasks within deadlines.

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.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee is occasionally required to sit; reach with hands and arms; climb on ladders or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. *Perform all tasks safely and efficiently.*

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, frequently in excess of 90 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.