



Bay State Milling Job Description

Job Title: Dock Loader
Department: Packing, Loading, Warehouse
Reports To: PLW Supervisor
FLSA Status: Hourly
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SUMMARY

Duties of the Loader position include, loading trucks, unloading trucks for both outgoing and incoming materials, cleaning the warehouse areas, inspecting all trailers for suitability to load, verifying correct flour is being loaded using scan gun, accurately completing bills of lading in AX for items loaded, doing other tasks that routinely and reasonable assigned by the supervisor. Overtime work is frequently expected of persons working this position.

This summary of duties and tasks to be performed by the Dock Loader is not intended to be exhaustive. This job description is intended to be representative of duties and tasks that must be performed to be successful in this position. Other duties and tasks may be assigned to maintain a smooth operating environment.

Hours for this position may vary but are expected to be 1st/2nd shift combined (ex: 10am-6pm)

RESPONSIBILITIES

- Follow all GMPs, SOPs, and plant safety rules.
- Must take the leadership role in overall loading of van trailers
- Must pull loading orders from AX
- Utilize appointments plus and verify delivery order
- Responsible for inspecting trucks to be loaded and proper paper work is filled out
- Responsible for selecting and loading the correct product using scan guns
- Must manage timeliness in which trucks are to be loaded
- Must complete forklift certification and be able to efficiently operate a forklift
- Must complete all paper work and AX requirements regarding shipments.
- Must maintain warehouse in clean and orderly fashion.
- Must maintain forklifts and batteries
- Help with pack line pull if needed
- Additional duties and responsibilities may be required of this position

SPECIALIZED KNOWLEDGE AND SKILLS

Understanding of products used.

ESSENTIAL QUALIFICATIONS(BFOQ)

Proficient in English speaking, reading and writing



Ability to perform basic mathematic computations, including addition, subtraction, multiplication, and division.

Ability to accurately record lot required information onto documents.

Ability to lift 50 lbs

EQUIPMENT AND APPLICATIONS AND WORK ENVIRONMENT

Forklift

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, use hands to write, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to walk, climb or balance, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. Some employees will operate fork lifts and other motorized equipment. Employee will be in close proximity to moving, rotating, and/or motorized equipment.

WORK ENVIRONMENT

The primary work environment is a bulk and packaging food manufacturing environment. Daily operations may expose the employee to machinery, airborne particles, dust, and heat. Allergens are present throughout the plant and processes including but not limited to wheat based products, soy products, dairy products, MSG, and other common allergens. 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 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 General Manager have the authority to release product on hold.