



Bay State Milling Job Description

Job Title: Miller
Department: Processing
Reports To: **Head Miller**
FLSA Status: Non-Exempt
Revised Date: 4/27/2022

SUMMARY

Position involves a variety of activities associated with the milling and packing or loading of flour and its by-products. Employee will ensure that the equipment is operating at its most efficient capacity at all times and is achieving the optimum yield and capacity. Employees will also be involved with the daily housekeeping, safety and direction of hourly employees that may be assigned for their direction.

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

Gain a deeper understanding of the production equipment and process through operating the grain cleaning and milling equipment to produce optimum performance in yield, capacity and other variables and ensure that the processing unit is performing at peak efficiency in absence of mill crew members.

Learn all essential supervisory positions in the plant by filling in for leave or vacation in the following positions: QA Manager, Packing and Loading Supervisor, Elevator Supervisor, Food Safety and Sanitation Supervisor, Maintenance Manager, and Head Miller.

Operate equipment associated with the packing and loading activities. Learn how to supervise and communicate with hourly employees concerning the appropriate duties required to successfully keep the plant operating within all regulatory and good manufacturing practices. When assigned, direct the work force to comply with all company policies. Provide positive or disciplinary performance reinforcement as required to ensure organizational decorum.

Inform appropriate management personnel within the plant of any problems that could affect plant production, quality, yields, or unnecessary downtime. Identify opportunities to continuously improve plant operating systems and products.

Provide training and direction for personnel on proper safety habits, operating procedures, and company policies to ensure an injury-free workplace. Develop job hazard analysis and employee communication programs to improve understanding and awareness. Perform accident investigations and departmental inspections to identify and provide solutions to OSHA compliance issues, job hazards, or food safety and sanitation issues.

NATURE AND SCOPE



Reports to the Plant Superintendent. Interacts with all plant personnel. Position requires a strong technical knowledge of milling and related production equipment capabilities. The incumbent is required to possess the ability to lead a productive work force.

LANGUAGE SKILLS

Must have the ability to speak fluent English as primary language. Must have the ability to read, analyze, and interpret memos, technical procedures, or governmental regulations. Must have the ability to write in English and complete reports.

EDUCATIONAL REQUIREMENTS

High school diploma or equivalent. College degree in Milling Science and Management and/or 0-4 years equivalent on-the-job training with supplemental classroom training.

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.

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 and solve 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 finger, 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, containing various amounts of dust in the atmosphere, related to the cleaning and milling of wheat. Frequent contact with operational aspects of the plant site, plant operating personnel, and lab and office employees is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, or airborne particles, and outdoor temperatures which will reach in excess of 100 degrees F. The noise level in the work environment will be in excess of 100 dB. 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.

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.

DEPENDABILITY

Follows through on tasks; requires minimum supervision and follows instructions and procedures. Arrives at work on time; follows Company policies on vacations, leaves, etc. Observes Company rules; completes tasks within deadlines.

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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.