



Bay State Milling Job Description

Job Title: Line Operator
Department: Warehouse
Reports To: PL&W Manager
FLSA Status: Hourly
Starting Pay Rate: \$17.50
Prepared By: Ernest Aldridge
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SUMMARY

Performs all duties relevant to the warehouse department to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest levels of safety, quality, and productivity. Properly fills and closes, by sewing or heat sealing, bags of flour to meet customer and/or Company standards. Performs other duties (e.g.: marking bags, weighing packed bags, checking pallets, etc.) as assigned to aid in operation of the department. May be required to operate an industrial fork truck as needed in a safe and efficient manner to ensure the optimum performance for the Packing & Loading departments.

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

1. Performs all work safely and in accordance with all Good Manufacturing Practices (GMP) standards and Bay State Milling Company's Standard Operating Procedures (SOP).
2. Keeps work areas clean to ensure a sanitary and safe environment.
3. Acquires the proper bags for filling from the warehouse.
4. Adjusts packing machinery for proper weight, size, and type of bag.
5. Hangs bags on the packing machines.
6. Properly closes bags by sewing or heat sealing.
7. Performs metal detector checks in accordance with the HACCP Program.
8. Operates the labeler to ensure correct labeling of the package in accordance with SOP's.
9. Assures that bags are proper weight by check weighing.
10. Keeps accurate records of bags packed and checks weights.
11. Does minor maintenance on packing and sealing machines.
12. Keeps supervision informed of problems and progress of packing demands.
13. May be required to drive a forklift as needed in a safe and efficient manner to ensure the optimum performance for the Packing & Loading Department.
14. Hand stacks product as needed.
15. Performs daily sanitation duties and assigned tasks as specified in the master cleaning schedule.

NATURE AND SCOPE

Performs all duties relevant to the warehouse department and plant operations.



DIMENSIONS

Primarily, taken care of on one 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. 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

1. High school diploma or general education degree (GED) preferred.
2. Need to have good PC, math, writing, and reading skills.
3. Employee must have the ability to become certified in the operation of warehouse equipment, including forklift.

LANGUAGE SKILLS

Employee must have the ability to Speak, Read, Write, and Comprehend instructions and documentation in the English Language.

MATHEMATICAL SKILLS

Employee must have the ability to work with and apply mathematical concepts such as: addition, subtraction, multiplication, division, fractions, decimals, percentages, ratios, and proportions in all units of measure used in practical situations.

REASONING ABILITY

Employee must have the ability to:

1. define and solve practical problems
2. collect and record data
3. establish facts and draw valid conclusions
4. interpret an extensive variety of instructions in written, oral, diagram, or schedule form
5. deal with a variety of abstract and concrete variables simultaneously in standardized situations

CERTIFICATES, LICENSES, REGISTRATIONS

Successful completion of forklift training, written exam and driving test. On-going training to enhance performance in position as required.

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.

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; and reach with hands and arms. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

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 frequently exposed to wet and/or humid conditions, moving mechanical parts, and extreme heat. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; outside weather conditions; and vibration. The noise level in the work environment is usually loud.

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.