



Bay State Milling Job Description

Job Title: Shift Miller
Department: Mill
Reports To: Mill Superintendent
FLSA Status: Salary - Nonexempt
Prepared By: Mike Azbell
Date Revised: 9/13/2011

SUMMARY

This position is responsible for daily operation of two flour milling units. The products produced must meet all BSM Co specifications. 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.*

Perform all tasks safely and efficiently.

1. Operate grain cleaning/conditioning and milling equipment to produce optimum performance in yield, capacity, and quality of product. Check and adjust equipment in an on-going basis to account for changes in grain and other variables to insure that the processing units are performing efficiently.
2. Direct all processing, bulk loading, and second or third shift sanitation personnel in completing the daily responsibilities of their jobs.
3. Provide positive or disciplinary performance feedback to subordinates as needed.
4. Inform appropriate management personnel of any problems that could affect plant production, product quality, yields, or unnecessary downtime. Identify opportunities to continuously improve plant operating systems and products.
5. Provide training and direction to personnel on proper safety and operating procedures, in conjunction with Company policies, to insure an injury free work place.

NATURE AND SCOPE

Oversees the maintaining of mill sanitation and manage the milling process to meet established yield goals.

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, 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

Bachelor's degree in Milling Technology; or Certificate of Completion of the AOM Correspondence Course. Minimum of 5 years related experience in a milling environment with at least 2 years direct involvement in milling operations

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

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

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. 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.

No preventable accidents; takes precautions to prevent risk of injury to self, others, or Company property.

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. *Perform all tasks safely and efficiently.*

DEPENDABILITY

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.



OTHER SKILLS AND ABILITIES

Directly supervises 2 to 5 employees in the Processing, Bulk Loading, Sanitation Departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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 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.

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.