



Bay State Milling Company Job Description

Job Title **Utility Position**
Department **Warehouse**
Reports to **PLW Supervisor**
Prepared by **Plant Manager**
Approved by : **Plant Manager**
Approved on : **March 19, 2009**

Summary

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned:

The Utility position duties are primarily sanitation and include sweeping, shoveling spilled material, cleaning overhead areas, and washing down dirty and any other duty assigned by the Warehouse Supervisor. On a short-term basis, the Utility position is required to fill in for any position that is vacant due to vacation, leave of absence, illness or injury. The fill-in positions will include: forklift operator, flour packer or loader.

Qualifications

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

- A high school diploma or general education degree (GED) is desirable. Must be computer literate or be willing to learn computer data entry.

LANGUAGE SKILLS

- Must be capable of following and communicating written and verbal instructions in English. Must be able to read safety rules, operating and maintenance instructions, and procedure manuals.

MATHEMATICAL SKILLS

- Capable of performing basic math functions, with or without the aid of a calculator. Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.

REASONING ABILITY

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.



TEAMWORK

- Willingness to rotate shifts as required. Must cooperate with peers to accomplish work assignments and maintain effective working relationships; demonstrate respect and consideration for others' opinions; contribute to the overall task of the team. Will follow Company policies, procedures and work rules.

DEPENDABILITY

- Will arrive to work on time. Position may require daily overtime, weekend work, or 7-day work schedule based on business need. Must demonstrate the ability to follow instructions and complete tasks within deadlines with minimal supervision.

SAFETY

- Must follow safety procedures; will take precautions to prevent risk of injury to self, others, or Company property.

OTHER REQUIREMENTS

- Ability and willingness to learn forklift truck operation.

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:

- Must be able to work in an environment with extremes in temperature.
- Be willing and able to climb ladders.
- Must have physical dexterity to perform basic repair functions.
- Be able to stand and/or walk for extended periods of time.
- Occasionally required to bend, stoop, kneel, crouch or crawl.
- Frequently required to lift and or move 100 pounds bags.
- Vision requirements are close vision, distance vision, color vision, and depth perception.

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 humid conditions. The employee is occasionally exposed to high, precarious places. The employee will be exposed to extremes in temperature, both hot and cold. The employee will be exposed to vibrations. The work environment is noisy, at times in



excess of 100 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.