



Bay State Milling Job Description

Job Title: Warehouse Operator
Department: Packing & Loading
Reports To: Warehouse Supervisor / Warehouse Crew leader
FLSA Status: Hourly

SUMMARY

Operate an industrial fork truck, Bobcat, or yard tractor as needed in a safe and efficient manner to insure the optimum performance for the Packing & Loading departments.

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

1. Perform all work safely and in accordance with all Good Manufacturing Practices (GMP) and standards and Bay State Milling's Standard Operating Procedures (SOP)
2. Keeps work areas clean to insure a safe and sanitary environment
3. Operate a forklift, Bobcat, & yard tractor as needed in a safe and efficient manner to insure the optimum performance for the Packing & Loading Department
4. Hand stack product as needed
5. Performs daily sanitation duties and assigned tasks as specified in the master cleaning schedule
6. Unloading of inbound shipments in accordance with SOP's
7. Orderly stacking, storage, and rotation of products as needed
8. Staging, and loading of outbound shipments in accordance with SOP's
9. Provides raw materials to the production lines.
10. Removes and places into inventory all finished products from the production lines.
11. Stages trailers for loading/unloading.
12. Restacks pallets of product to remove damaged goods.
13. Prepares and maintains all necessary paperwork in accordance with SOP's.
14. Maintains FIFO inventory and performs 30/60/90 day inspection on incoming products

NATURE AND SCOPE

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

DIMENSIONS

Primarily, taken care of on one shift; however, shift work and overtime (daily and weekend) is required 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 EXPERIENCE

1. High school diploma or general education degree (GED) preferred.
2. Must have a valid Florida Drivers License
3. Good with PC, math, writing, and reading skills.
4. Employee must have the ability to become certified in the operation of warehouse equipment, forklift, bobcat, and electric pallet jack.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to 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; talk or hear. The employee is occasionally required to reach with hands and arms; climb on ladders or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, peripheral 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 infrequently exposed to hot or humid conditions, moving mechanical parts, and airborne particles caused by grain handling, milling and ingredient blending. The noise level in the mill environment is usually loud. The noise level in the office work environment is usually quiet to moderate and will be the primary work area.

FOOD SAFETY/SECURITY REQUIREMENTS

The Company is committed to producing and delivering defect free products that are in compliance with all applicable legal and regulatory requirements and are of the highest levels of food safety, quality and productivity. To ensure this, all employees are required to be trained on and adhere to the FDA Current Good Manufacturing Policies as 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 the products produced at the facility.