



## **Bay State Milling Company Job Description**

<b>Job Title:</b>	Utility
<b>Work Location:</b>	Clifton, NJ
<b>Department:</b>	Processing
<b>Reports to:</b>	Technical Miller
<b>FLSA Status:</b>	Hourly/Non-Exempt
<b>Pay Rate:</b>	\$20.2411 per hour to start, \$22.2411 after completion of 90-day probationary period)

### **ABOUT BAY STATE MILLING COMPANY:**

Bay State Milling Company is a family-owned company with a strategic intent to support the growth of the next generation of grain-based foods in North America by providing a leading array of plant-based ingredients. Since 1899, we have proudly provided exceptional quality flour and grain products, and we continue to build on our legacy as we bring new supply chains and technologies into our realm of capabilities. Our Core purpose is to provide food ingredients to promote the growth of healthful and affordable food choices for the consumer.

We recognize that the universe of grain-based foods is constantly changing and responding to consumers' desire for variety, healthfulness, great taste, and affordability in their food choices. We are not afraid of change; in fact, we believe that change cultivates opportunity. Our goal is to stay a step ahead of our customers' needs, while always maintaining the trust they have placed in us for generations. We are committed to maintaining our Core Values of **INTEGRITY, RESPECT, QUALITY, SERVICE, CREATIVITY and TEAMWORK** in pursuit of achieving this goal.

### **SUMMARY**

This position is responsible for the sanitation of assigned areas and provides relief coverage for the Assistant Millers and Elevator Operators. Duties include sweeping, shoveling piles of spilled material, blowing down overhead areas, washing down areas, assisting in mill repairs, measuring wheat and flour bins, and cleaning the elevator and track areas. The Utility position is required to fill other duties as assigned.

### **EDUCATIONAL REQUIREMENTS**

- Possess a high school diploma or equivalent (GED).
- Must be willing and capable to learn the Company's software/operating systems and perform basic computer tasks.

**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.*

- Frequently required to lift and/or move up to 100 pounds.
- Occasionally required to bend, stoop, kneel, crouch or crawl.

- Frequently required to twist torso.
- Must be able to work in an environment which has extremes in temperature.
- Must be able to climb ladders.
- Must have physical dexterity to perform basic repair functions.
- Must be able to stand or walk for extended periods of time.
- Vision requirements are close vision, distance vision, color vision and depth perception.

#### **SAFETY:**

- Safety is a top priority at Bay State Milling Company. The Company monitors safety metrics on an ongoing basis and prioritizes employee safety. Our goal is to ensure that you go home safely to your family each day after work.
- While performing the essential job functions, you will be expected to work in a safe manner and follow company policies regarding safety.
- Bay State Milling Company provides uniforms and steel toe work boots to ensure employee safety and compliance with GMP standards.
- It is the expectation and responsibility that you will work safely and report any and all injuries immediately to your supervisor. We encourage you to report any safety situation that you believe poses a risk for employee injury, property damage, or loss.
- Our anonymous telephone line (BSM Cares) is available to all employees for the purposes of confidentially reporting safety, compliance, and ethical concerns. We want all employees to feel supported in reporting any safety concerns in whichever way they feel most comfortable so that they can be addressed as soon as possible.

#### **TEAMWORK:**

- Bay State Milling Company believes that teamwork is essential for our overall success and longevity.
- In this position, you will be expected to communicate any and all necessary information between co-workers and managers on shift.
- Must work well with others; share knowledge and experience with others; demonstrate respect and consideration for others' opinions; and contribute to the overall mission of the team.
- This position should demonstrate integrity; work effectively in teams; facilitate inter-departmental cooperation; cooperate with supervisors and peers to accomplish work assignments; and help 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 all applicable company policies including vacations and leaves. Observes Company rules; completes tasks within deadlines.

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