



Bay State Milling

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Bay State Milling Job Description

Job Title: Packing, Loading, and Warehouse (PLW) Supervisor
Department: PLW
Reports To: Production & Logistics Manager
FLSA Status: Non-Exempt, Non-Union
Shift: 2nd Shift

SUMMARY:

The Packing, Loading, and Warehouse Supervisor will be expected to provide the department with leadership, direction, planning, supervision, technical support, and assistance to ensure the safe and efficient operation of the packaging and warehousing facility. This person will ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest level of safety, quality, and productivity. General equipment knowledge and maintenance fall within the scope of this position description. Knowledge of process flow and mechanical aptitude is required to fully meet the expectations of this position.

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.

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

Coordinates department staff in accordance with Company policies, principles, and procedures.

Confers with other department heads and manufacturing representatives.

Confers with suppliers of maintenance materials and equipment.

Develops plans for efficient use of materials and employees.

Assists in developing and overseeing implementation of capital projects for the department.

Actively participates on the plant Is an active member of the plant safety committee.

Identifies improvement opportunities and prepares projects for improvement.

Develops, revises, and implements SOPs relevant to area of responsibility.

Ensures that GMP, Plant Rules and SOPs are adhered to.

SUPERVISORY RESPONSIBILITIES:

Supervises the packing, loading and warehousing department employees. Is responsible for assisting in the overall direction, coordination, and evaluation of this unit. Facilitates shift change meetings. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Must lead by example and have a can-do attitude.

EDUCATION and/or EXPERIENCE:

A minimum of a Technical Degree in a related field is required. A minimum of at least 2 years supervising a packaging operation is required. Warehouse experience is preferred.

Demonstrated proficiency in Word, Excel and PowerPoint applications and ERP system is required. Demonstrated experience in Lean Six Sigma, TPM, or other CI processes. Demonstrated ability to lead projects/teams in packaging and warehouse area. Due to the wide range of internal and external customer demands must be proficient in time management and have good organizational skills in order to handle multiple priorities.

LANGUAGE SKILLS:

Excellent oral and written communications are required along with good presentation skills. Capable of following and communicating written and verbal instructions in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write in English and complete reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and top management.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables at any given time. Ability to identify both technical and process improvement opportunities. Analytical and organized with strong attention to detail.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee successfully 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, use hands to figure, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to stand, walk, climb, or balance,

and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a plant manufacturing facility. However, frequent contact with operational aspects of the plant site is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Hearing protection is required in most areas of the plant.

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 their work environment and prevent any accidental or intentional adulteration of products produced at this facility.

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.