



## Bay State Milling Job Description

**Job Title:** Blender  
**Department:** Bulk Loading  
**Reports To:** Production Manager  
**FLSA Status:** Non-Exempt

### SUMMARY

The Blender operates, maintains, and troubleshoots all blending machines such as airlocks, blowers, motors, and lab equipment; measures bins, inspects bins, cleans floors, fills feeders, takes samples.

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

Is responsible for a variety of support and service functions including:

1. Learn, operate, maintain and trouble shoot all blending machines, such as airlocks, blowers, motors, lab equipment, computers, etc.
2. Blend flour from flour bins and operate a select-a-type panel board and/or computer interface, which controls the pneumatic transfer of product from bulk bins to packer, bulk trucks, bulk rail cars, etc.
3. Direct the packers and advise what flour blend is in specific bins to be packed and which bags are to be used.
4. Adjust and repair blending systems as necessary.
5. Work with and interacts with truck drivers, packers, supervisors, sales staff, and truck dispatchers to ensure that production and shipping schedules are met.
6. Take bin inventory, inspects bins, cleans floors, fills feeders, and takes samples.
7. Calculate figures to prepare reports and complete all required daily paperwork to track movement and disposition of flour.
8. Print Loading Orders, input truck shipments, and verify correct “Bill of Lading”, “COA” and “Vehicle Inspection Form” and complete any other paperwork for each load as needed.
9. All other duties as assigned.

### DIMENSIONS

The Blender position operates on the 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> shift, but may be required to work other hours as business dictates.

**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**

High school diploma or equivalency is required. Previous experience preferred, but not required.

## **LANGUAGE SKILLS**

Must be able to read, write and comprehend English and complete reports. Must have the ability to read, analyze, and interpret memos, technical procedures, or governmental regulations.

## **MATHEMATICAL SKILLS**

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

## **REASONING ABILITY**

Must have the ability to learn system functions, operations and process flow and be able 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.

## **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 prevents any accidental or intentional adulteration of products produced at this facility. As a result, any employee has a right to put a product on hold if they have a concern. At the plant level, only the Quality Assurance and Plant Manager have the authority to release products on hold.

## **SAFETY**

1. While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety.
2. It is the expectation and responsibility of the employee to report 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.

## **OTHER SKILLS & ABILITIES**

Must maintain working knowledge of Bay State's product line and be aware of changes and upgrades of products. Must be able to type and have the ability to utilize computer programs including word processing, spreadsheet applications such as Office products and the Company's operation systems. Must be detail oriented.

**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.*

1. Must be able to work in an environment which has extremes in temperature.
2. Be able to climb ladders, and work in high places.
3. Be able to stand and/or walk for extended periods of time
4. Occasionally required to bend, stoop, kneel, crouch or crawl.
5. Finger and hand dexterity to type at a keyboard, and to use basic hand tools occasionally.
6. Required to lift and or move items up to 50 lbs. in weight.
7. 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.*

1. The work environment is a wheat flour manufacturing facility.
2. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
3. The employee will work in an atmosphere which contains various amounts of dust, fumes and/or airborne particles.
4. The employee is frequently exposed to wet and/or humid conditions.
5. The employee is occasionally exposed to high, precarious places.
6. The employee will be exposed to extremes in hot (100+ degrees) and cold conditions.
7. The work environment is noisy, frequently more than 100 decibels.