



Bay State Milling Job Description

Job Title: Production Stager (Forklift Operator)
Department: Production
Reports To: Production Supervisor
FLSA Status: Hourly
Prepared By: Human Resources
Revised Date: 2/23/2023

SUMMARY

The Production Stager reports to the Production Supervisor. Responsibilities include but are not limited to: Operating stand-up and/or sit-down forklift, lifting up to 50lbs. Ability to learn and understand AX system and Scanworkx system. Must be able to do simple and complex math. English preferred, bi-lingual a plus. Completing all paperwork associated with the production line in an accurate and timely manner. Sanitation in assigned work area.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow forklift rules and policies as described by Company Policy.
- Stage finished product batches in accordance with production tickets and reports
- Coordinate with Production team to know and work against production plan
- Trained on lock out tag out.
- Manually palletizing product
- Follow all GMPs, SOPs, and plant safety rules.
- Keep scales clean and verify accuracy's
- Obtain packaging materials and insure that it is in good condition.
- Make sure all bags/totes have proper labeling that includes lot code, weight and product name.
- Ensure stacking laborers (helpers) are working effectively and efficiently.
- Making sure that all daily paperwork is filled out accurately and turned in on time.
- Notify Production Supervisor of all safety, food safety and quality concerns.
- Other duties as assigned.

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, EXPERIENCE & LANGUAGE SKILLS

Proficient in English speaking, reading and writing. Must have the ability to perform basic mathematic computations, including addition, subtraction, multiplication, and division. The



employee must also have the ability to record lot numbers and weights onto documents accurately and legibly.

OTHER SKILLS & ABILITIES

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 regularly required to talk or hear. The employee frequently is required to sit or stand, use hands to write, handle, or feel: reach with hands and arms. Employee is also frequently required to walk, climb and/or balance, and must occasionally lift and/or move up to 50 pounds. The Specific vision abilities required by this job include close vision, distance vision, color 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.*

The primary work environment is a bulk food manufacturing environment. Daily operations may expose the employee to machinery, airborne particles, dust, and heat. Allergens are present throughout the plant and processes including but not limited to wheat based products, soy products, dairy products, MSG, and other common allergens. Employee will be in close proximity to moving, rotating, and/or motorized equipment.

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.

EQUAL OPPORTUNITY EMPLOYER

Bay State Milling is an equal opportunity employer that is committed to creating a diverse, equitable and inclusive workplace. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, veteran status, and other legally protected characteristics.