



## Bay State Milling Job Description

**Job Title:** Milling Superintendent  
**Department:** Processing  
**Reports To:** Operations Manager  
**FLSA Status:** Exempt

### Position Summary:

This key operational role is responsible for milling operations at a 25,000 cwt/day flour mill. The Mill Superintendent will have a leading role in developing and implementing programs and standard operating procedures and must be excellent at training and developing the milling team. This individual sets and maintains BSM's high standards for safety and quality while maintaining production and efficiency excellence. Effectively communicate needs or barriers with all other departments and cultivate customer relationships. They will have the ability to identify and decisively solve problems as they arise and maintain records in accordance with established BSM policies.

The Mill Superintendent reports directly to the Operations Manager and has approximately 15 direct reports.

### Job Responsibilities:

#### Production:

- Manage a 25,000 cwt/day milling operation with four milling units.
- Work with the scheduling department to maximize efficiency.
- Proactively lead and support continuous excellence initiatives.
- Provide technical knowledge for processes and equipment
- Utilize production personnel and equipment in a safe and efficient manner to achieve optimum yields, capacity, and quality product.
- Plan, initiate and execute capital projects on time and on budget.
- Continually train, mentor, coach and develop milling team.

#### Health, Safety & Environmental:

- Facilitate and ensure adherence to safety laws, regulations, rules, and sound practices.
- Work with regional and local management on the continued development and implementation of Health & Safety programs, policies, and procedures.
- Coordinate and participate in audits, prioritizing and tracking completion of findings.
- Actively corrects unsafe behavior and conditions.
- Maintain the necessary Health, Safety & Environmental records, and documentation.
- Perform Safety audits and set the example for safety.



### **Sanitation/Food Safety:**

- Ensure the facility maintains world class sanitation standards.
- Communicate food safety/sanitation/quality programs to department colleagues.
- Prepare the facility for, and participate in, regulatory/third party/customer/company audits.

### **Job Requirements:**

- Must be committed to the safety of the team.
- A degree in a related field of Engineering, Milling Science is preferred or equivalent job experience.
- Requires competence in problem solving, self-motivation, organizational skills, and proficiency in Microsoft Office programs (Word, Excel and Outlook). Microsoft AX experience a plus.
- Represents BSM in accordance with our values.
- Must demonstrate collaborative leadership skills.
- Must be capable of following and communicating both written and verbal instructions in English.
- Ability to effectively present information and respond to questions from groups of managers, customers, and top management, public groups, and/or boards of directors
- Position requires standing and walking for long periods, climbing stairs and ladders, working with tools, working within extreme temperatures, and must occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to focus.

### **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 the 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 customer's 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.

Learn more at [www.baystatemilling.com](http://www.baystatemilling.com).