



Bay State Milling Job Description

Job Title: Shift Miller
Location: Clifton, NJ
Department: Processing
FLSA Status: Non-Exempt
Reports To: Technical Miller II

SUMMARY

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

The Shift Miller is responsible for a variety of support and service functions including:

- Supervise the two-man crew and control mills to maintain maximum production of quality products on the three shifts. Regulate temperature and humidity of mill within control limits. Supervision and adjustments accomplished under indirect control of the Technical Miller II.
- A and B Mill – Check and adjust all equipment. Cleaning equipment, adjust feed rate, set up break rolls and grind on reduction rolls to balance mill for optimum production, yield and flour quality. Slick up production against control samples hourly to maintain ash, dress and color of flour grades. Adjust percentages for cut grades of flour to meet ash specifications. Control flour fed into finished product. Farina – Produce when possible. Check dress, granulation, amount, quality and adjust when necessary.
- Whole Wheat Fine production on C Mill – Start up mill, make changes, set feed rate, set break and reduction rolls so finished product matches specifications including granulation.
- Monitor wheat tempering moistures for proper level to maintain desired moisture level, color and ash in the finished flour products.
- Report production from scale tallies and weigh off each shift on the shift millers report. Report amounts of flour, feed, feed rate, feed rate per hour, hours in temper, moistures, farina, flour grades produced and any rebolt and flour fed into product.
- Perform and supervise various duties during day shift as requested by Technical Miller II pertaining to repairs, clean up, special projects, and general maintenance of the milling department.
- Provide vacation and absentee relief for Shift Millers, including relief for holidays.
- Inspect flour streams at least weekly for holes in sifter clothing. Shut down and repair holes in sifters on designated repair days, unless it is determined the holes need resolved immediately.
- Break Downs – Responsible for shut-down of mills, notifying Technical Miller II and calling in maintenance when necessary. Assign crew on repairs and start-up mill when completed.
- Supervise repairs and clean-out on fumigation days. Report any items that need repairs.



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.*

EDUCATION & EXPERIENCE

Technical school education or have 3 years of working experience in a similar position or industry. Minimum 5 years of food manufacturing experience in operations as a Lead or Supervisor role. Ability to organize, supervise and direct the activities of others.

LANGUAGE SKILLS

English fluency is essential. Must have strong verbal and written communication skills, with the ability to respond to common and sensitive inquiries or complaints from internal and external customers. Need high attention to detail and a keen eye for esthetics.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with the ability to define problems, collect data, establish facts, and draw valid conclusions.

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.*

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand, and move throughout the mill to perform duties. 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.*

While performing the duties of this job, the employee is generally exposed to a manufacturing, non-office type environment and is subject to noise, dust, and industrial type machinery.