



Bay State Milling Job Description

Job Title: Lead Packer
Department: Packing
Reports To: PLW Supervisor
FLSA Status: Hourly
Revised Date: 5/1/2023

SUMMARY

The Lead Packer assists the department manager in operating the department such that it runs efficiently. The Lead Packer is involved in the packing and shipping of products. The Lead Packer is also involved with inventory organization, rework and any other peripheral duties within the Packing and Warehouse departments. Other duties may be assigned.

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

1. Take on a leadership role in the department.
2. Primary duty – following Food Safety requirements with employees as it relates to Preventative Controls. Paperwork must be completed, and procedures must be followed.
3. Perform all duties of the Packer position.
4. Works closely under the direction of the PLW Supervisor.
5. Verify the duties of the Packer and Warehouse positions are being carried out to expectation.
6. Load sack trucks. Scan to load. Work with Bare Code Scanners, Printers, and AX.
7. Maintain an engaged involvement withing the department and interact with other departments.
8. Make suggestions for improvements when necessary.
9. Assign and perform PM's on equipment.
10. Maintain spare parts inventory.
11. Work with PLW Supervisor on inventory and budget costs.
12. Assist in Project Charters.
13. Maintain supplies, order bags, bar code supplies (labels, ribbons, etc.), plastic film, pallet covers, and stretch wrap.
14. Responsible for the accurate preparation of daily reports pertaining to flour bin inventories, bagged flour inventories, packing reports, routing sheets, inbound material inspection and counts, flour feed-in reports, and truck inspection reports, loading trucks, metal detector, label verification, sanitation, sifter, magnet checks, forklift inspections and on-hold product.
15. First of the month inventory counts.
16. Performs other duties or tasks as required.



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. Must be able to perform simple mathematical calculations to compute inventories, run time estimates, temper changes etc. No previous experience is required.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to work with basic mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Must be able to understand and follow through with detailed spoken and/or written instructions and relay them accurately to others. Must be able to reason through many situations to analyze problems on the mill and correct them on his/her own.

TEAMWORK

Willingness to cooperate with peers to accomplish work assignments and maintain effective working relationships; demonstrate respect and consideration for others' opinions; contribute to the overall task of the team. Will follow Company policies, procedures and work rules.

DEPENDABILITY

Will arrive to work on time. Willingness and flexibility to be on-call as position requires. Position may require weekend work, or 7-day work schedule based on business need. Must demonstrate the ability to follow instructions and complete tasks within deadlines with minimal supervision.

SAFETY

Must follow safety procedures; will take precautions to prevent risk of injury to self, others, or Company property. Will train and enforce mill and food safety.

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.*



1. Must be able to work in an environment which has extremes in temperatures.
2. Must be able to climb ladders and work in high places.
3. Must be able to stand and/or walk for extended periods of time.
4. Occasionally required to bend, stoop, kneel, crouch, and/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 55lbs in weight.

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.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to humid conditions. The employee is periodically exposed to high, precarious places. The employee will be exposed to extremes in temperature, both hot and cold. The employee will be exposed to vibrations. The work environment is noisy, at times in excess of 100 decibels.

FOOD SAFETY/SECURITY AND QUALITY REQUIREMENTS:

The Company is committed to producing and delivering defect free products that are in compliance with all applicable legal and regulatory requirements and are of the highest levels of food safety, quality and productivity. To ensure this, all employees are required to be trained on and adhere to the FDA Current Good Manufacturing Policies as 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 the products produced at the facility.