



Bay State Milling Job Description

Job Title: Line Operator
Department: Warehouse
Reports To: PL&W Manager
FLSA Status: Hourly (eligible for Overtime)
Starting Pay Rate: \$20.7288
Prepared By: Ernest Aldridge
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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.

WHAT WE OFFER

This position is eligible for a FULL BENEFITS following the completion of 90 days of service. Benefits package includes medical, dental, vision, life insurance, and disability benefits. Bay State Milling Company also offers a matching 401(K) plan, employee assistance program, wellness program, and tuition reimbursement program. All full-time employees are eligible for Vacation Pay, Sick Pay, and paid holidays/premium pay for Holiday work. Safety boots and glasses are offered with company reimbursement and work uniforms are provided and laundered by the Company. Plenty of training and development opportunities, awards for service time and safety achievements as well as other employee appreciation and recognition programs and celebrations.

POSITION SUMMARY

Our Platteville, CO plant operates 24 hours per day, up to 7 days per week. The Line Operator is responsible for properly filling and closing, by sewing or heat sealing, bags of flour to meet customer and/or Company standards. This role also performs other duties (e.g.: marking bags, weighing packed bags, checking pallets, etc.) as assigned to aid in operation of the department. This position may be required to operate an industrial fork truck as needed in a safe and efficient manner to ensure the optimum performance for the Packing & Loading departments. This role is



required to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest levels of safety, quality, and productivity.

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

- Performs all work safely and in accordance with all Good Manufacturing Practices (GMP) standards and Bay State Milling Company's Standard Operating Procedures (SOP).
- Keeps work areas clean to ensure a sanitary and safe environment.
- Acquires the proper bags for filling from the warehouse.
- Adjusts packing machinery for proper weight, size, and type of bag.
- Hangs bags on the packing machines.
- Properly closes bags by sewing or heat sealing.
- Performs metal detector checks in accordance with the HACCP Program.
- Operates the labeler to ensure correct labeling of the package in accordance with SOP's.
- Assures that bags are proper weight by check weighing.
- Keeps accurate records of bags packed and checks weights.
- Does minor maintenance on packing and sealing machines.
- Keeps supervision informed of problems and progress of packing demands.
- May be required to drive a forklift as needed in a safe and efficient manner to ensure the optimum performance for the Packing & Loading Department.
- Hand stacks product as needed.
- Performs daily sanitation duties and assigned tasks as specified in the master cleaning schedule.

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/or EXPERIENCE

- High school diploma or general education degree (GED) preferred.
- Need to have good PC, math, writing, and reading skills.
- Employee must have the ability to become certified in the operation of warehouse equipment, including forklift.



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.

- Frequently required to lift and/or move 50-pound bags of flour.
- Frequently required to bend, stoop, kneel, crouch or crawl.
- Frequently required to twist torso.
- Must be able to work in an environment which has extremes in temperature.
- Must be able to climb ladders.
- Must have physical dexterity to perform basic repair functions.
- Must be able to stand for extended periods of time.
- Vision requirements are close vision, distance vision, color vision and depth perception.

LANGUAGE SKILLS

Employee must have the ability to Speak, Read, Write, and Comprehend instructions and documentation in the English Language.

CERTIFICATES, LICENSES, REGISTRATIONS

Successful completion of forklift training, written exam and driving test. On-going training to enhance performance in position as required.

SAFETY

- Safety is a top priority at Bay State Milling Company. The Company monitors safety metrics on an ongoing basis and prioritizes employee safety. Our goal is to ensure that you go home safely to your family each day after work.
- While performing the essential job functions, you will be expected to work in a safe manner and follow company policies regarding safety.
- Uniforms and steel toe work boots are provided by Bay State Milling Company to ensure employee safety and compliance with GMP standards. Uniforms are washed and maintained by the Company.
- It is the expectation and responsibility that you will work safely and report any and all injuries immediately to your supervisor. We encourage you to report any safety situation that you believe poses a risk for employee injury, property damage, or loss.
- Our anonymous telephone line (BSM Cares) is available to all employees for the purposes of confidentially reporting safety, compliance, and ethical concerns. We want all employees to feel supported in reporting any safety concerns in whichever way they feel most comfortable so that they can be addressed as soon as possible.



TEAMWORK

- Bay State Milling Company believes that teamwork is essential for our overall success and longevity.
- In this position, you will be expected to communicate any and all necessary information between co-workers and managers on shift.
- The Pack Line Operator must work well with others; share their knowledge and experience with others; demonstrate respect and consideration for others' opinions; and contribute to the overall mission of the team.
- This position should demonstrate integrity; work effectively in teams; facilitate inter-departmental cooperation; cooperate with supervisors and peers to accomplish work assignments; and help 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.

MATHEMATICAL SKILLS

Employee must have the ability to work with and apply mathematical concepts such as: addition, subtraction, multiplication, division, fractions, decimals, percentages, ratios, and proportions in all units of measure used in practical situations.

REASONING ABILITY

Employee must have the ability to:

1. define and solve practical problems
2. collect and record data
3. establish facts and draw valid conclusions
4. interpret an extensive variety of instructions in written, oral, diagram, or schedule form
5. deal with a variety of abstract and concrete variables simultaneously in standardized situations

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 frequently exposed to wet and/or humid conditions, moving mechanical parts, and extreme heat. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; outside weather conditions; and vibration. The noise level in the work environment is usually loud.

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.