



Job Description – Bulk Loader/Driver

Job Title: Bulk Loader/Driver
Reports To: PLW Supervisor
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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.

SUMMARY

Performs all tasks safely and efficiently. Prepares truck loads of flour for shipping in bulk containers and handling paperwork and samples involved with flour deliveries, operating a truck, washing trucks, and conducting daily pre-operations and post operations inspections on trucks. Assist Pack and Warehouse crews with operations and sanitation. The position gives and receives support information to/from the managers and supervisors to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of safety, quality, and productivity.

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

1. Performs all tasks safely and efficiently.
2. Performs accurate quality assurance testing and sampling.
3. Performs duties related to the transfer and loading of whole wheat flour; sample collection, sifter tailings inspection, trailer movement, sealing, and weighing.
4. Conduct pre-operations and post operation inspections of tractor/trailer. Report any deficiencies noted during inspection or during operation.
5. Loading tractor/trailer, this includes sealing as required.
6. Performs rail-truck transfers.
7. Drives tractor/trailer and unloads at customers' location (CDL required). Completes reports as required by various customers.
8. Responsible for complying with weight and bridge laws. Drivers will maintain their logbooks as required.
9. Responsible for maintaining their equipment; fluids, hoses. Notification of issues to management.



10. Comply with GMP's at all times and operate their vehicle in a courteous and safe manner regardless of the actions of others.
11. Completes the tasks on the Master Sanitation Schedule and keeps the records up to date.
12. Assist the Pack and Warehouse crews when directed in operations, sanitation, safety, performance.
13. Keeps all bulk loading areas, including outside grounds, clean and sanitary at all times.
14. Keeps accurate records of flour loads, trailers, inventories, etc. as directed.
15. Work on rotating shifts and daily/weekend overtime as the job requires.
14. Must be able to safely operate various models of industrial motorized vehicles, including with attachments (i.e. Yard Dog, Bobcat, forklift, etc.)
15. 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/or EXPERIENCE:

To perform this job successfully, the individual must have at least a high school diploma or equivalent. Experience in the business will be taken into consideration on a case-by-case basis.

LANGUAGE SKILLS:

Capable of following and communicating written and verbal instructions in English. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write in English and complete reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, customers, and top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instruction in mathematical or diagram form and deal with several abstract and concrete variables at any given time.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee successfully 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 required to sit, use hands to figure, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to stand, walk, climb, squat or balance, 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is essentially in and outside of a plant manufacturing facility. However, frequent contact with operational aspects of the plant site is essential. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate. Hearing protection is required in certain areas of the plant.

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.

SAFETY:

While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety. It is the expectation and responsibility of the employee to report any and all injuries immediately to the supervisor, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.

CERTIFICATES, LICENSES, REGISTRATIONS

Commercial driver's license required.