



Bay State Milling Job Description

Job Title: Continuous Improvement Manager
Department:
Reports To: Continuous Improvement Senior Manager
FLSA Status: Exempt
Prepared By: Jim Arnau
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We are currently looking to fill two identical positions. This position will work on site at one of the following locations: Indiantown, FL; Tolleson, AZ; Mooresville, NC; or Clifton, NJ.

ABOUT BAY STATE MILLING:

Bay State Milling 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

The Continuous Improvement Manager is responsible for supporting the development of each business unit, which will include implementation, monitoring and training of the Company's continuous improvement initiatives. This function supports the commitment to product excellence while focusing on sustainable continuous improvement across all functions of the operation. This role will also work closely with all departments to ensure that work processes are optimized for safe, sustainable and efficient operation as part of the company's continuous improvement program. In addition, the Continuous Improvement Manager will actively collaborate with the engineering team and plant leadership on capital projects, when applicable to the Company's continuous improvement efforts. In conjunction with local plant management, this person will identify equipment and systems that can be modified or applied to improve operation efficiency, product quality, or commercialize new products, therefore requiring strong engineering and computer knowledge.

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



- Remotely partner with business unit and plant leadership on both company-wide and site-specific continuous improvement processes across all functions of the operation.
 - Travel is an integral part of this role and will be based on Company needs. Up to 50% travel to be expected.
- Evaluate processes for efficient flow and opportunities for continuous improvement.
- Analyze existing systems and identify areas of improvement through process modifications.
- Perform root-cause analysis on process failures or inefficient processes.
- Actively partner with engineering, BU leadership and plant leadership on capital project development that supports the continuous improvement processes across all functions of the operation.
- Support expenditures for capital projects including developing project cost estimates, writing capital expenditure requests with ROI and justification, as well as tracking costs during the project.
- Work and communicate with all levels of employees across the enterprise (line operators to corporate executives).

SUPERVISORY RESPONSIBILITIES

This role is an individual contributor and will not have any direct reports.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The person must be a self starter and self motivated; they must be able to take direction and produce results with little additional direction; they must be resourceful and able to develop workable solutions, keeping in mind the need for continuous plant operations and product quality. 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 ten years of experience in a manufacturing position related to continuous improvement processes. Training in operational improvement processes and techniques is a plus. More specifically, the ideal candidate will have:

- a Bachelor's degree in mechanical engineering, process engineering, Milling Science, or 10+ years of relevant experience.
- Lean or Six Sigma experience.
- the ability to troubleshoot complex problems.
- strong analytical abilities and the capacity to work in a fast and efficient manner.
- hold to established deadlines and work as part of a team.
- a high degree of imaginative and practical skills.



- the ability to multi-task and learn new skills and concepts quickly.
- the ability to demonstrate willingness to specialize in multiple areas.
- a proven track record in continuous improvement/engineering leadership as well as the ability to develop and implement standard continuous improvement/engineering practices.

Experience in mechanical installation and equipment operation, as well as knowledge of CAD and other designing programs is preferred.

LANGUAGE SKILLS

This employee must be capable of following and communicating written and verbal instructions in English, as well as the ability to write in English and complete reports, business correspondence, and procedure manuals. They must read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations and effectively present information and respond to questions from groups of managers, customers, and top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

The employee must have the 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

The Continuous Improvement Manager must be able to define problems, collect data, establish facts, and draw valid conclusions, in addition to interpreting 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 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 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.