



## Bay State Milling Job Description

**Job Title:** General Plant Laborer  
**Department:** Food Safety  
**Reports To:** Food Safety Sanitation Supervisor  
**FLSA Status:** Hourly  
**Prepared By:** Barry Palmer  
**Date Revised:** 8/10/2023

### **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**

This position is responsible for daily sanitation, feed in, and relief of warehouse operators. All duties are to be performed in a safe and efficient manner 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.*

1. Perform all work safely and in accordance with all Good Manufacturing Practices (GMP) standards and Bay State Milling's Standard Operating Procedures (SOP)
2. Hand stack product as needed
3. Feed product into reclaim station
4. Performs daily sanitation duties and all tasks as specified in the master cleaning schedule



5. Operates a forklift and Bobcat as needed in a safe and efficient manner to insure the optimum performance for the Packing & Loading Department
6. Fills in for any Packing and Loading department vacancy
7. Keeps work areas clean to insure a safe and sanitary environment

### **NATURE AND SCOPE**

This position is responsible for daily sanitation throughout the facility, works with sanitation department and plant operations.

### **DIMENSIONS**

Primarily, taken care of on one shift; however, shift work and overtime (daily and weekend) is required as the need arises.

### **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**

1. High school diploma or general education degree (GED) preferred
2. Need to have good PC, math, writing, and reading skills.
3. Employee must have the ability to become certified in the operation of warehouse equipment, forklift, bobcat, and electric pallet jack.

### **LANGUAGE SKILLS**

Employee must have the ability to speak, read, write, and comprehend instructions and documentation in the English Language.

### **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 accurately
3. Establish facts and draw appropriate 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.



## **CERTIFICATES, LICENSES, REGISTRATIONS**

Employee must complete forklift training, written exam and driving test. On-going training to enhance performance in position as required.

## **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.

## **TEAMWORK**

Demonstrate integrity; work effectively in teams; facilitate inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships. Be able to direct elevator employees.

## **DEPENDABILITY**

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships.

## **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.*

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee is occasionally required to sit; reach with hands and arms; climb on ladders or balance; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance 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. 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. The employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; outside weather conditions; extreme heat; risk of electrical shock; and vibration.

### **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.