



Bay State Milling Job Description

Job Title: Lead Person
Department: Processing
Reports To: Production Supervisor
FLSA Status: Hourly
Prepared By: Human Resources
Date Revised: 9/22/2023

SUMMARY

The Lead Person assists the department supervisor/manager with the daily operation of the production/processing department such that it runs efficiently. The Lead is involved in the production planning and processing along with inventory organization, rework, and any other peripheral duties within the processing department. Other duties may be assigned by supervisor.

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

1. Display a leadership role within the department.
2. Must be able to perform all duties of the Leadman.
3. Must be able to perform all duties of a GPL and Line Operator.
4. Work closely with and follow the direction of the Production Supervisor.
5. Verify that the duties of department personnel are being carried out as expected.
6. Be fully engaged within the department and interact with other departments.
7. Make suggestions for improvements.
8. Ability to work daily OT or weekends as required.
9. Any other duty as assigned by supervisor.

DIMENSIONS

There is a designated Lead Person position on each shift. As a Lead, you may be required to work other shifts in relief, for training purposes, covering for absences/vacations and other off schedule hours as the business dictates.

QUALIFICATIONS *To perform the Lead Person 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. No previous experience is required.



LANGUAGE SKILLS

Must be able to read, write and comprehend English and complete reports. Must have the ability to read, analyze, and interpret memo, technical procedures, or governmental regulations.

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

Must have the ability to learn system functions, operations and process flow and be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

On-going training to enhance performance in position as required.

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

1. While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety.
2. 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

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.



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.

OTHER SKILLS & ABILITIES

Must maintain working knowledge of Bay State's product line and keep abreast of changes and upgrades of products. Must be able to type and have the ability to utilize computer programs including word processing, spreadsheet applications such as Office products and the Company's BaySys system. Must be detail oriented.

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 temperature.
2. Be able to climb ladders, and work in high places.
3. Be able to stand and/or walk for extended periods of time
4. Occasionally required to bend, stoop, kneel, crouch 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 100 lbs. in weight.
7. Vision requirements are close vision, distance vision, color vision and depth perception.

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.*

1. The work environment is a food processing and manufacturing facility.
2. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
3. The employee will work in an atmosphere which contains various amounts of dust, fumes and/or airborne particles.
4. The employee is frequently exposed to wet and/or humid conditions.
5. The employee is occasionally exposed to high, precarious places.
6. The employee will be exposed to extremes in hot (100+ degrees) and cold conditions.
7. The work environment is noisy, frequently in excess of 100 decibels.