



Bay State Milling Job Description

Job Title: Warehouse Operator (S/R)
Department: Warehouse
Reports To: Warehouse Manager
FLSA Status: Hourly
Prepared By: Human Resources
Revised Date: 04/20/2022

SUMMARY

The Warehouse Operator is responsible for unloading incoming freight, loading outgoing shipments, picking customer orders from inventory, and maintaining inventory in the warehouse according to Bay State Milling procedures. Responsibilities include but are not limited to operating stand-up and/or sit-down forklift, lifting up to 50 lbs. on a continuous basis, standing, walking, and bending throughout the entire shift, completing paperwork for a variety of functions associated with inbound and outbound materials, as well as inventory in stock.

RESPONSIBILITIES

- Maintain a high standard of safety throughout operations.
- Must understand and follow all company Good Manufacturing Practices (GMP's).
- Follow all standard operating procedures (SOP'S) for the work area.
- Must understand and comply with the company Allergen Policy and procedures.
- Ability to work independently.
- Ability to follow directions both written and verbal.
- Scan and track incoming and outgoing orders.
- Unloading of inbound shipments.
- Ensure incoming material contents match manifest documents/BOL's.
- Inspect receivables for defects, damages, or missing items.
- Receiving and sampling inbound raw materials as directed by Bay State Milling policy.
- Receiving bulk trailers/containers and completing tests on the product as directed by Bay State Milling policy.
- Unload, stack, move, and place products in designated warehouse locations.
- Move and transfer products between various sections of the warehouse as needed.
- Picking orders from inventory utilizing pick tickets and scanning programs.
- Packaging and preparing packages for express shipments (UPS, etc.).
- Performing truck/trailer inspections and completing the associated paperwork.
- Loading outbound shipments.
- Double-check items to verify the accuracy of outgoing orders.
- Notify Warehouse Lead/Supervisor/Manager of all safety, food safety, and quality concerns.
- Follow forklift rules and policies as described by Company Policy.



- Safety and operational inspection of forklifts and other equipment used in the operation of the warehouse.
- Daily, weekly, monthly sanitation responsibilities in the warehouse.
- Perform other duties or tasks as assigned.

SPECIALIZED KNOWLEDGE AND SKILLS

Forklift operator's license

ESSENTIAL EDUCATION, SKILLS & ENVIRONMENT

Proficient in English speaking, reading, and writing

Ability to perform basic mathematic computations, including addition, subtraction, multiplication, and division.

Ability to accurately record lot numbers onto shipping documents or enter into computer system

EQUIPMENT & APPLICATIONS

Forklift, Radio, Computer, Phone, Fax, Copier

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, use hands to write, handle, or feel; reach with hands and arms; talk and hear. An employee is frequently required to stand, walk, climb or balance, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to focus. Some employees will operate fork lifts and other motorized equipment. Employee will be in close proximity to moving, rotating, and/or motorized equipment.

WORK ENVIRONMENT

The primary work environment is a bulk food manufacturing environment. Daily operations may expose the employee to machinery, airborne particles, dust, and heat. Allergens are present throughout the plant and processes including but not limited to wheat based products, soy products, dairy products, MSG, and other common allergens. 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.