



Bay State Milling Job Description

Job Title: Packaging Operator / Mechanic
Department: Packaging
Reports To: Maintenance Manager
FLSA Status: Hourly
Prepared By: Randell Schutt
Date Revised: 02/09/2023

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, CREATIVITY, COLLABORATION, CARING** and **QUALITY** in pursuit of achieving this goal.

SUMMARY

The Packaging Mechanic/Operator performs all duties relating to the maintenance and operation of all packaging equipment to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while ensuring the highest standards of safety, quality, and productivity. Ensures packaged goods are properly filled, sealed, labeled, baled, palletized and stretched wrapped in accordance with customer and/or BSM Co. standards. Performs other duties (such as but not limited to: metal detector checks, test weighing of packed bags, inspecting pallets and raw materials prior to use, cleaning machinery and accurately completing all required documentation, etc.) as assigned to ensure efficient operation of the Packaging Department. Safely operates machinery, machine tools, industrial forklifts, and yard tractor as required to support Packaging Operations.

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. Keeps work areas clean to ensure a sanitary and safe environment



3. Operates machinery, machine tools, industrial forklifts and yard tractor as needed in a safe and efficient manner as required to support the optimum performance for the packing lines.
4. Preparing and checking all raw materials (empty bags, films, pallets, labels, etc.) prior to loading the packaging machine magazines
5. Makes necessary changes to control parameters and mechanical adjustments to packing machinery to accommodate bag size changes, labeling requirements, type of pallets and slip sheets, control of bag weights, presentation of bales, pallets and stretch wrap to ensure proper and efficient machinery operation
6. Operates packaging machinery through HMIs, local digital displays, switches and indicating lights
7. Ensures all final packaged goods are properly:
 - Sealed
 - Labeled, and
 - Have sufficient weight
8. Performs metal detector checks in accordance with the HACCP Program
9. Keeps accurate records and documentation
10. Performs all maintenance on packaging machinery, such as but not limited to, packers, baler, palletizers, conveyors, stretch wrappers, metal detectors, check weighers, and flour transfer system.
11. Performs all maintenance on component mechanical equipment, such as but not limited to, friction brakes, filters, air compressors, dryers, drives and transmission equipment, valves, blowers, rotary air locks, heat sealers, sewing heads and labelers.
12. Cleans and properly lubricates shafts, bearings, gears, and other parts of packaging machinery per manufacturer's specifications and Preventive Maintenance schedules.
13. Performs minor electrical maintenance on packaging equipment, such as but not limited to, electric motors, frequency drives, programmable logic controllers, and primary sensors.
14. Visually inspects and tests packaging machinery and component equipment for proper operation.
15. Uses established maintenance techniques to detect incipient component failures, misalignments and malfunctioning equipment.
16. Directs the efforts of team members to effectuate efficient repair of packaging equipment to minimize downtime.
17. Keeps supervision informed of problems and progress of assignments.
18. Performs daily sanitation duties and assigned tasks as specified in the master cleaning schedule.
19. All other task assigned by supervision.
20. Work scheduled hours as needed to accommodate BSM Co.'s requirements and customer demand.

NATURE AND SCOPE

Performs all duties relevant to the maintenance and operations of Indiantown's packaging department.



DIMENSIONS

Rotating shift work; however, extra hours as required in support of the efficient operation of the packaging department.

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.

Must have a working knowledge and experience in the maintenance and operation of the following mechanical systems:

1. Rotating machinery (fans, blowers, compressors, mills, screw conveyors, sifters, pumps, bucket elevators, drag conveyors, etc.)
2. Hydraulics
3. Pneumatics
4. Power Transmission
5. Equipment leveling and alignment
6. Rigging and lifting
7. Scales and weighing systems

Must be able to demonstrate proficient use of mechanical tools such as, but not limited to, impact tools, torque wrench, micrometer, caliper, tape measure, port-a-power, drill press, lathe, milling machine, press, metal break, and welding, soldering, cutting tools.

Must be able to read and interpret mechanical drawings, schematics and diagrams.

EDUCATION and/or EXPERIENCE

1. High school diploma or general education degree (GED) preferred.
2. Need to have good computer, math, writing, and reading skills.
3. Certifications from a college or technical school or minimum of five years related experience and/or training or the equivalent combination of education and experience in industrial mechanical equipment repair and maintenance.

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:

- Define and solve practical problems
- Collect and record data
- Establish facts and draw valid conclusions
- Interpret an extensive variety of instructions in written, oral, diagram, or schedule form
- Deal with a variety of abstract and concrete variables simultaneously in standardized situations

CERTIFICATES, LICENSES, REGISTRATIONS

Must be able to successfully complete forklift training, pass 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 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.

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; and reach with hands and arms. The employee is occasionally



required to sit; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 frequently exposed to wet and/or humid conditions, moving mechanical parts, and extreme heat. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; outside weather conditions; and vibration. The noise level in the work environment is usually loud.

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.