



Bay State Milling Job Description

Job Title: Elevator Operator
Department: Elevator
Reports to: QA Manager
FLSA Status: Hourly

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

The Elevator Operator is directly responsible for unloading wheat cars, operation of the Track mobile, accurate record keeping of track sheets and unloading reports, sanitation of the unloading area, unloading pit, elevator roofs and tunnels, lubrication of bearings and gear reducers of all equipment operated by the Elevator Operator in the process of unloading cars and moving wheat through the elevator to the mill. This position is responsible for abiding by Company established GMP's, safety standards and HACCP program. This summary description of the Elevator Operator position is not inclusive of all tasks and duties that may be required. It is representative of the tasks and duties expected to be successful in this position. Other duties and tasks may be assigned to assure smooth operation of the elevator.

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.*

- Capable of performing basic math functions, with or without the aid of a calculator.
- Capable of performing computer operations.
- Capable of following and communicating written and verbal instructions in English.
- Needs to have computer knowledge to perform data entry activities.



- Possess a valid drivers license and a good driving record, to qualify to operate the Track mobile.
- Understand basic mechanics.
- Need to be an independent worker with self-initiative to carry out job functions.

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.*

- Must be able to work in an environment which has extremes in temperature.
- Be able to climb ladders.
- Must have physical dexterity to perform basic repair functions.
- Be able to stand and/or walk for extended periods of time.
- Occasionally required to bend, stoop, kneel, crouch or crawl.
- Occasionally required to lift and or move more than 100 pounds.
- 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.*

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to high, precarious places. The employee will be exposed to extremes in temperature, both hot and cold. The employee will be exposed to vibrations. The work environment is noisy, at times in excess of 100 decibels.

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.