



## **Bay State Milling Company Job Description**

**Job Title:** Grain Handler

**Work Location:** Platteville, CO

**Department:** Processing

**Reports to:** Technical Miller

**FLSA Status:** Hourly/Non-Exempt (eligible for Overtime)

**Pay Rate:** \$21.7227 per hour

### **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:**

Our Platteville, CO plant operates 24 hours per day, up to 7 days per week. We are seeking a full-time Grain Handler with availability to work 3<sup>rd</sup> shift (11pm-7am) and flexibility to work overtime as needed and directed. Overtime is regularly needed on weekends and/or holidays. Employees do have the opportunity to switch shifts when and where possible to accommodate schedule requests.

The Grain Handler position involves a variety of activities associated with the milling, cleaning and packaging or loading of flour and its' by-products. The Grain Handler is responsible for ensuring that all equipment is operating at its most efficient capacity at all times and is achieving the optimum yield and capacity. Housekeeping, maintenance, repairs and safety are all daily responsibilities.

### **Duties of the Grain Handler position include:**

- Operate grain cleaning and milling equipment to produce optimum performance in yield, capacity and quality.
- Check and adjust equipment on a constant basis to account for changes in grain and other variables, to ensure that the milling units are performing at peak efficiency at all times.



- Collect samples and analyze all data provided by laboratory and make decisions on whether you need to make adjustments to mill, make calls to personnel from other departments, or other appropriate action to minimize and control product that is out of specification.
- Direct the loading of millfeed and screenings trucks and if necessary railcars.
- Responsible for the preventive maintenance program on the grain handling equipment. Including performing routine maintenance and minor repair. Assisting and performing routine maintenance and minor repair as directed by the miller.
- Responsible for the sanitation program of all of the grain handling system. Fill in on plant sanitation projects on an as needed basis.
- Set up, adjust, and operate the grain tempering system on an as needed basis. Assists in the flour milling process as an operator of the mill on an on-call basis. Fills in as required on the flour packing and bulk load-out system as an operator on an as needed basis. The employee is to help with grain inventories at end of month.
- Keeps and maintains logbooks on operations, maintenance sanitation and repairs. Reports all specification deficiencies when they happen to the Miller, Quality Control Manager or Plant Manager.
- Aids in all aspects of the grain handling, milling production, warehousing and packing areas as directed.

#### **WHAT WE OFFER:**

This position is eligible for FULL BENEFITS following the completion of 90 days of service. Benefits package includes medical, dental, vision, life insurance, and disability benefits. Bay State Milling Company also offers a matching 401(K) plan, employee assistance program, wellness program, and tuition reimbursement program. All full time employees are eligible for Vacation Pay, Sick Pay, and paid holidays/premium pay for Holiday work. Safety boots and glasses are offered with company reimbursement and work uniforms are provided and laundered by the Company. Plenty of training and development opportunities, awards for service time and safety achievements as well as other employee appreciation and recognition programs and celebrations.

**QUALIFICATIONS** *To perform the job of Flour Packing Technician 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.*

- Previous experience in manufacturing is preferred.
- Must be willing to rotate shifts to cover absences when required.
- The ideal candidate for this position is an independent worker with initiative to carry out job functions independently, but also willing to take direction from supervisors/managers when required.
- Must be able to sufficiently communicate both verbally and in writing in English.
- Must be capable of communicating and following written and verbal instructions. Must be able to read safety rules, operating and maintenance instructions, and technical procedures.



- Must be capable of performing basic math functions, with or without the aid of a calculator. Ability to work with mathematical concepts and apply concepts such as addition, subtraction, multiplication, division, fractions, percentages, ratios, and proportions to practical situations.
- Possess strong analytical skills. Ability to define and solve problems collects data, establish facts, and draw valid conclusions.
- Ability to apply common sense understanding to carry out training instructions furnished in written, oral, or diagram form.

#### **EDUCATIONAL REQUIREMENTS**

- Possess high school diploma or equivalent (GED).
- Must be willing and capable to learn the Company's software/operating systems and perform basic computer tasks.

**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.*

- Frequently required to lift and/or move 50-pound bags of flour.
- Frequently required to bend, stoop, kneel, crouch or crawl.
- Frequently required to twist torso.
- Must be able to work in a loud environment (using PPE) which has extremes in temperature.
- Must be able to climb ladders.
- Must have physical dexterity to perform basic repair functions.
- Must be able to stand for extended periods of time.
- Vision requirements are close vision, distance vision, color vision and depth perception.

#### **SAFETY:**

- Safety is a top priority at Bay State Milling Company. The Company monitors safety metrics on an ongoing basis and prioritizes employee safety. Our goal is to ensure that you go home safely to your family each day after work.
- While performing the essential job functions, you will be expected to work in a safe manner and follow company policies regarding safety.
- Uniforms and steel toe work boots are provided by Bay State Milling Company to ensure employee safety and compliance with GMP standards. Uniforms are washed and maintained by the Company.
- It is the expectation and responsibility that you will work safely and report any and all injuries immediately to your supervisor. We encourage you to report any safety situation that you believe poses a risk for employee injury, property damage, or loss.
- Our anonymous telephone line (BSM Cares) is available to all employees for the purposes of confidentially reporting safety, compliance, and ethical concerns. We want all employees to



feel supported in reporting any safety concerns in whichever way they feel most comfortable so that they can be addressed as soon as possible.

#### **TEAMWORK:**

- Bay State Milling Company believes that teamwork is essential for our overall success and longevity.
- In this position, you will be expected to communicate any and all necessary information between co-workers and managers on shift.
- The Flour Packing Technician must work well with others; share their knowledge and experience with others; demonstrate respect and consideration for others' opinions; and contribute to the overall mission of the team.
- This position should demonstrate integrity; work effectively in teams; facilitate inter-departmental cooperation; cooperate with supervisors and peers to accomplish work assignments; and help 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 all applicable company policies including vacations and leaves. Observes Company rules; completes tasks within deadlines.

**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 exposed to vibrations. The employee is occasionally exposed to high precarious places. The employee will be exposed to extremes in temperature, both hot and cold. 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.