



## Bay State Milling Job Description

**Job Title:** Product Line Manager (SowNaked)  
**Department:** Corp BU  
**Reports To:** Oat BU General Manager  
**FLSA Status:** Exempt  
**Prepared By:** Walker Humphries  
**Date Revised:** 5/17/2024

### SUMMARY

Promoting access to nutritious, sustainable, and affordable food is at the heart of Bay State Milling's core purpose. Bay State Milling owns a registered variety of Naked Oats, PrOatina, which is 40% higher in protein than hulled varieties of Oats. The PrOatina variety, which has been branded as SowNaked Oats, is grown under contract with Purity Protocol growers in Montana, Idaho, and North Dakota. This position will be responsible for the development of the SowNaked product line, an identity preserved, high protein, and gluten free oat unique to anything offered on the market today.

We strive to recruit individuals who are collaborative team players, who deliver on their commitments, and who are innovators in search of a better way. Working on the dynamic team at Bay State Milling will provide you an opportunity will not only help us to provide high quality ingredients to our customers but give you the opportunity to manage the development of the SowNaked product line.

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

- Work with the Procurement Manager to develop an understanding and appreciation of our Purity Protocol grower network in Montana, Idaho, and North Dakota.
- Work with the Procurement Manager to develop and implement price strategies to support a sustainable supply of SowNaked oats.
- Support the Procurement Manager in the development and implementation of a regenerative agriculture program with our Purity Protocol growers.
- In collaboration with the Plant Manager and Executive Director of Sales, manage raw material inventories, finished product inventories, a rolling production schedule, and a rolling sales forecast.
- Work with the Executive Director of Sales to develop and implement price strategies for SowNaked finished products, including flakes, steel cuts, flour, and select value-added SowNaked products.
- Support the Executive Director of Sales in the management of existing SowNaked customer accounts and develop new customer prospects to expand the growth of the product line.



- Lead the management of SowNaked finished product margins incorporating costing inputs from our processing operations and comparative pricing with related Oat-based products.
- Work with Bay State Milling’s marketing team to develop the SowNaked brand.
- Work with Bay State Milling’s R&D team to develop an understanding and appreciation of the functional attributes of SowNaked Oats and their performance in a variety of food and beverage applications.

**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.

- A minimum of 2 years of relevant experience in either product line management, ingredient procurement or sales, commodity trading and risk management, or brand development. A farm background would be a great asset.
- Motivated, high-energy and self-starter business mindset with excellent problem-solving and analytical skills.
- Ability to build and maintain relationships with our valued supply chain partners and core customer accounts.
- Ability to build and maintain relationships with our plant operations personnel.
- Excellent communication and interpersonal skills with comfort working cross-functionally to gather information and resolve conflicts.
- Proficiency in commercial contract negotiations.
- Skills in Microsoft Word, Excel, and other MS Office applications.
- High degree of ethics, discretion, honesty, fairness, and sound business practices to secure and maintain Bay State Milling’s reputation in the market.
- Strong team player and critical thinker who understands the need for process while being dynamic and flexible, can sort and prioritize competing priorities.

#### **EDUCATION and/or EXPERIENCE**

- A college degree or equivalent industry related and relevant experience

**LANGUAGE SKILLS** English fluency is essential. Must have strong verbal and written communication skills with ability to respond to either common and sensitive inquiries or complaints from internal and external customers.

#### **REASONING ABILITY**

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.



## **OTHER SKILLS & ABILITIES**

Demonstrates considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, and excellent interpersonal skills. The ability to work independently and cooperatively across functions is essential. The ability to work with highly confidential and sensitive data, materials in a professional and appropriate manner is critical.

Other important traits and characteristics:

- Has a great deal of personal initiative; self-driven, takes action, results oriented.
- Is innovative and future oriented in thinking.
- Is straight forward and believable.
- Is a skilled problem solver. Not afraid of conflict.
- Have strong analytical skills.
- Good organizational skills. Works in an orderly fashion.
- Is patient. Willing to provide guidance and support to help others work through and understand operational concepts and analysis.
- Is able to function independently and able to set priorities. Has a high degree of energy with an upbeat, can do attitude.

**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 regularly required to talk or hear. The employee frequently is required to sit or stand. The Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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 generally exposed to a manufacturing, environment and subject to noise, dust, industrial type machinery. Exposure to allergens such as wheat and grain dust will also be frequent.

## **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.

### **EQUAL OPPORTUNITY EMPLOYER**

Bay State Milling is an equal opportunity employer that is committed to creating a diverse, equitable and inclusive workplace. We evaluate qualified applicants without regard to race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, veteran status, and other legally protected characteristics.