



## Bay State Milling Job Description

**Job Title:** Elevator Lead  
**Department:** Elevator  
**Reports To:** Plant Manager  
**FLSA Status:** Non-Exempt  
**Pay Rate:** Starting at \$27.00/hour  
**Revised Date:** 6/11/2024

### 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 Lead leads day-to-day activities for the elevator to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of safety, quality and productivity.

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

Is responsible for a variety of support and service functions including:

1. Must be knowledgeable of Railroad switching and proper handling of rail car air and hand brake systems and couplers
2. Must be able to operate the switch to engine to safely and smoothly move cars to and from pre-loading position. Operations of the engine includes various p.m. checks before operations
3. Must probe inbound wheat shipments following specified standards while maintaining sample identity
4. Prepares a proper track line-up daily



5. Operates a computerized system to select proper bins for unloading and transfer of wheat and starting and stopping proper equipment
6. Must operate a computerized scale system for proper weighing of inbound wheat. Maintains proper records on scale tickets and inbound car sheets
7. Operate wheat cleaning equipment. Establishes proper flow from selected bins. Checks various wheat cleaning machines for proper adjustments
8. Performs p.m. checks and lubrications
9. Adjusts equipment as possible. Reports other problems to maintenance
10. Responsible to maintain critical spare parts inventory and report status to management
11. Track conditions and issues of all bucket leg protection devices
12. Monitors air filtration equipment for proper operation and changes socks as required
13. Monitor inventory in all wheat and mill feed and screening bins. Operate Hammermill and monitor its proper operations
14. Responsible for housekeeping throughout the elevator area inside and out
15. Responsible to adhere to budget of elevator set by plant management
16. Perform other duties or tasks as required

**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.

#### **EDUCATION**

Should have high school education and be able to perform simple mathematical calculations to compute weights and inventories

#### **EXPERIENCE**

Must have worked in the elevator and gained understanding of wheat qualities and cleaning procedures and operations of railroad equipment

#### **PHYSICAL REQUIREMENTS**

1. Must be able to lift and carry up to 100 pounds
2. Must be able to climb ladders and work at heights up to 150 feet
3. Must be able to remain on his/her feet for long periods
4. Must be able to bend and stoop to reach out of the way places to clean and/or collect samples
5. Must not have allergies to wheat and/or associated dusts
6. Make sure to inspect machinery before operating them.
7. When operating heavy machinery make sure to be aware of the dangers of the equipment.
8. Make sure wear personal protective equipment when on the job (this includes harnesses when climbing).

#### **REASONING ABILITY**

Must be able to understand and follow through with detailed spoken and/or written instructions and relay them accurately to others



Must be able to reason through many situations to analyze problems on the mill and correct them on his/her own.

Must be able to provide supervision and make reliable decisions for those under his/her supervision. On second and third shift, this includes the entire plant

### **WORKING CONDITIONS**

Must be able to work in hot, dusty, humid environments and cold wet environments on occasion

### **SAFETY**

1. While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety.
2. It is the expectation and responsibility of the employee to report any and all injuries immediately to the Team Leader, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.

### **TEAMWORK**

Demonstrate integrity; work effectively in teams; facilitate inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships. Be able to direct elevator employees.

### **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.

### **OTHER SKILLS AND ABILITIES**

Willingness to cooperate with peers to accomplish work assignments and maintain effective working relationships; demonstrate respect and consideration for others' opinions; contribute to the overall task of the team. Will follow Company policies, procedures and work rules. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools, or controls; and talk or hear. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Be able to supervise all projects and duties performed in the elevator. Be able to led advise and knowledge to workers.

### **FOOD SAFETY/SECURITYAND 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.