



Bay State Milling Company
Job Description

Job Title: **Packing, Loading & Warehouse Supervisor (3rd Shift)**
Work Hours: **11pm – 7am with Overtime and Weekends as needed**
Department: **Warehouse**
Reports to: **PL&W Manager**
Employee Type: **Non-Exempt**

Summary

The PL&W Supervisor is responsible managing and monitoring the overall quality of the product that is produced in the facility to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures. This shall be done while maintaining the highest levels of safety, quality, and productivity and for all activities associated with packing, loading bag trucks, loading bulk flour trucks, loading feed trucks and sanitation in the department.

Duties which this position performs:

- Working in conjunction with the office scheduling pack activities to meet shipping demands.
- Bulk loading, tracking of inventories of finished product, flours for blending, ingredients and packing materials, directing work activities of employees in the packing and loading departments to accomplish the scheduled packing and shipping activities as well as the cleaning responsibilities.
- The PL&W Supervisor is responsible for the accurate preparation of daily reports pertaining to flour bin inventories, bagged flour inventories, packing reports, routing sheets, inbound material inspection and counts, flour feed-in reports, and truck inspection reports.
- Performs the first of month inventory counts of all bagged products and packing materials. While the Packing & Warehousing Supervisor is responsible for these tasks, they may be performed personally or may be delegated to employees under direct supervision. First of Month counts are performed by a team composed of Management & Hourly personnel.
- Responsible for maintaining established programs within the Packing and Loading Departments. These programs include sanitation of all areas of the packing department, warehouse, bulk loading, feed loading and associated grounds, training and enforcement of GMP's, HACCP program, safety, maintenance program, cleaning procedures and Food safety program. Additionally, this position is expected to maintain prescribed documentation, as evidence that these programs are being complied with.
- Responsible to operate the Packing and Loading departments within established budgetary standards.



This summary of the PLW Supervisor position is representative of the duties, tasks and responsibilities a person must assume to be successful in this position. Other tasks, duties and responsibilities may be assigned to maintain a smooth running operation.

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.

- Possess an A.A. degree from a two-year college or technical school, or have 3 years' experience in a similar position.
- Knowledgeable of computer operations, able to use Word, Excel, Outlook, Power Point and DBC.
- Capable of performing basic math functions, with or without the aid of a calculator.
- Capable of following and communicating written and verbal instructions in English.
- Capable of writing and orally presenting reports to all levels of management within the Corporation.
- Required to be available, on call, at all times of the day or night, seven days a week.
- Possess good people skills to train and lead employees under direct supervision.
- Needs to be an independent worker with self-initiative to carry out job functions.
- Possess strong mechanical skills, to troubleshoot mechanical problems and direct maintenance.

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, and work in high places.
- Be able to stand and/or walk for extended periods of time
- Occasionally required to bend, stoop, kneel, crouch or crawl.
- Finger and hand dexterity to type at a keyboard, and to use basic hand tools occasionally.
- Occasionally required to lift and or move items up 50 lbs. in weight.
- 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 hot and cold. The work environment is noisy, sometimes in excess of 90 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.