



## Bay State Milling Job Description

**Job Title:** Cleaning House Operator  
**Department:** Production  
**Reports To:** Production Supervisor  
**FLSA Status:** Hourly  
**Prepared By:** Human Resources  
**Revised Date:** 4/24/2024

### SUMMARY

Cleaning House Operator reports to the Production Supervisor but may also receive direction from the Plant Manager. Responsibilities include but are not limited to lifting up to 50 lbs. on a frequent basis, navigating stairs, standing, walking and bending throughout the entire shift. Maintaining and operating different types and aspects of grain cleaning equipment and machinery. Completing all paperwork associated with the cleaning line in an accurate and timely manner. Sanitation of assigned work area.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Must understand and follow all company Good Manufacturing Practices (GMP's).
- Follow all standard operating procedures (SOP'S) for the Cleaning House operation.
- Trained on lock out tag out.
- Ability to work both independently and in a team setting.
- Ability to follow directions both written and verbal.
- Properly clean equipment before running each load to prevent cross contamination.
- Prepare/set-up the machine(s) and/or equipment for daily production.
- Obtain packaging materials and ensure that it is in good condition.
- Effectively monitor and operate grain cleaning equipment.
- Keep scales clean and verify accuracy.
- Ensure that the bags/totes are properly sealed and are filled to the proper weight and size.
- Ensure that all products go through metal detection.
- Make sure all bags/totes have proper labeling to include lot code, weight, and product name.
- Baseline knowledge of product scrap/defect issues
- Ensure all daily paperwork is filled out accurately and turned in on time.
- Notify Production Supervisor of all safety, food safety and quality concerns.
- Other duties as assigned.

**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, EXPERIENCE & LANGUAGE SKILLS**

Proficient in English speaking, reading, and writing. Must have the ability to perform basic mathematic computations, including addition, subtraction, multiplication, and division. The employee must also have the ability to record lot numbers and weights onto documents accurately and legibly.

### **OTHER SKILLS & ABILITIES**

**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, use hands to write, handle, or feel: reach with hands and arms. Employee is also frequently required to walk, climb and/or balance, and must occasionally lift and/or move up to 50 pounds. 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.*

The primary work environment is a grain cleaning and storage facility. Daily operations may expose the employee to machinery, airborne particles, dust, and heat. Employee will be in close proximity to moving, rotating, and/or motorized equipment.

### **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 Plant 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.