



Bay State Milling Job Description

Job Title: Yard Labourer/ Yard Hand
Department: Warehouse
Reports To: Warehouse Manager
FLSA Status: Hourly, non-exempt
Prepared By: Human Resources
Date Revised: 11/10/2023

SUMMARY

The Yard Labourer in this oat milling facility is responsible for assisting in the yard operations, which involves the movement, storage, and organization of raw materials, primarily oats, and other supplies necessary for the milling process.

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

- Loading and unloading Super B trailers
- Backing up trailer to shipping door/shuttling empty and full box trailers in yard
- Willing and able to work outdoors in all weather conditions; with exposure to dust
- Able to work at height
- Operating tractor with conveyor and auger
- Operating forklifts, skid steers, boom lifts and zoom boom
- Performing Repair and Maintenance equipment such as tractor, conveyor, semi trucks
- Maintaining yard in good shape
- Able to fill in for cleaning house operator and effectively perform cleaning house duties in case of absence
- Mowing the lawn
- Farm experience preferred
- Focused on safety and attention to detail
- Class 1A license is required
- *Future elements of this job to be trained on include:*
 - *Take on the scheduling role – scheduling loads off farm, scheduling outbounds to our Woodland, CA location, etc.*
 - *Unload inbound and load outbound shipments*
 - *Coordinate loads with logistics/traffic team*

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in the time allowed. 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 and/or EXPERIENCE

- Previous experience of key responsibilities is highly desired, including managing a yard
- Previous experience driving a forklift, sit down and stand up
- Current class 1A license
- Experience in the grain/agricultural industry is preferred
- Computer skills are a necessity, specifically in spreadsheet/Excel format. Prior experience with Microsoft Dynamics AX is a plus

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.

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 senior most quality assurance member 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.