**Job Title: Flour Miller**

**Classification:** Non-exempt/Hourly

**Location:** Fleetwood

**Reports to:** Division Vice President

**Effective Date:** August 1, 2020

**Safety Sensitive:** Yes

**Hours:** Monday through Friday and Sunday through Thursday varied shifts

\*Additional seasonal hours as necessary as well as mandatory overtime during peak seasons to meet business needs.

 **SUMMARY**

The Flour Miller role is responsible for running the flour mill and all related jobs.

 **ESSENTIAL DUTIES AND RESPONSIBILITIES**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Runs the flour mill and all related machines, motors, etc.
* Maintains all milling equipment and helps during periodic shutdowns to do maintenance work including but not limited to greasing; changing oil, chains, sprockets, pulleys and belts; respouting and overhead dusting and cleaning.
* Loads sacked flour trucks on occasion, ensuring that appropriate truck loading procedures are followed including inspecting for pests, debris and odors.
* Abides by all food safety, security and sanitation policies

**EVALUATION**

The Flour Miller role will be evaluated by the Division Vice President on or before the completion of the 90-day probationary period and at least annually thereafter.

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**QUALIFICATIONS**

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** - The position requires a High School Diploma or equivalent.

**Language Skills** – The ability to read, write and comprehend the English language.

**Math Skills –** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**Physical Demands –** Must be met by an employee to successfully perform job.

* Required to sit; use hands to finger, handle or feel; and reach with hands and arms. Frequent need to talk or hear. Regular need to stand, walk and climb stairs. Occasion need to balance, stoop, kneel and crouch or crawl.
* The employee must regularly lift and/or move up to 100 pounds.
* Specific vision abilities required by this job include close vision, color vision, and the ability to focus.

**Work Environment –** While working in this job, the employee is regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is exposed to outside weather conditions – such as heat and cold. The noise level in the work environment can be loud at times.

*Please note that this job description does not imply or constitute a contract of employment nor is it intended to be an all-inclusive list of duties and responsibilities. The company reserves the right to make changes to this job description at any time with or without notice.*

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_​\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_