

POSITION TITLE:	Milling Production	Date Reviewed:	10/04/19
REPORTS TO:	Milling Manager (A) MRP Manager (E2)	Date Approved:	10/04/19
DEPARTMENT:	Milling	Revision #:	2
TYPE OF POSTION:	Full Time Exempt		
LOCATION OFFICED:	Valley City, ND		

POSITION DESCRIPTION: This position is responsible for operating a pneumatic air system, augers, mills, sifters and bagging equipment to produce product specified on production schedules. This position reports to the Milling or MRP Manager.

RESPONSIBILITIES AND DUTIES:

- Work following all company policies and GMPs
- Understanding and execution of food safety and HACCP practices and protocols
- Understanding of standard operating procedures
- Working on multiple milling production lines
- Completing production paperwork
- Preventative maintenance on machines
- Cleaning/sanitizing machines
- Forklift operations
- Other duties as assigned

QUALIFICATIONS:

- Well organized with attention to detail
- Team orientated
- Excellent communication skills
- Ability to make decisions
- Ability to follow detailed instructions
- Valid driver's license and reliable transportation
- Must be able to pass drug screen and background check
- Repeatedly lift and/or carry 50 lbs
- Constantly stand, bend and twist for 10-hour shift
- Constantly push and/or pull
- Continuously use fine dexterity and/or forceful grasping
- Occasionally crawl, kneel and/or squat

BACK UP: Milling or MRP Manager

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			