

POSITION TITLE:	Head Miller	Tier:	
REPORTS TO:	Plant Manager	Date Reviewed:	
DEPARTMENT:	Operations	Date Approved:	9/19/2022
TYPE OF POSTION:	Full-Time/Non-Exempt	Revision #:	1
LOCATION OFFICED:	Valley City		

POSITION DESCRIPTION:

This position is responsible for the milling operations for HFI that includes supervising the milling team, operation of pneumatic air system, augers, mills, sifters and bagging equipment to produce product according to specifications and production schedules. This position reports to the Plant Manager.

RESPONSIBILITIES AND DUTIES

- Ensure Milling Department is following all company policies and GMPs.
- Understand and execute food safety and HACCP practices and protocols.
- Hold an understanding of standard operating procedures.
- Ensure staffing of multiple milling production lines.
- Ensure that production paperwork is completed.
- Work with Maintenance Department on preventative maintenance for machines/equipment.
- Ensure that Milling Department cleans/sanitizes machines.
- Operate forklift as needed.
- Other duties as assigned.

QUALIFICATIONS:

- Well organized with attention to detail.
- Ability to manage personnel and delegate tasks
- Team oriented.
- Excellent communication skills.
- Ability to make decisions.
- Ability to follow detailed instructions.
- Ability to lift and/or carry 50 lbs.
- Occasionally crawl, kneel and/or squat.
- (Grain) Milling experience.

BACK UP: Assistant Plant Manager

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