



Lead Mill Operator

Reporting to: Milling Supervisor

Job Description

As the Lead Mill Operator, you are accountable for the operation of the Oat Mill and Pellet Mill during your shift. You are responsible to ensure appropriate testing, documentation, maintenance, cleaning and other general duties (as assigned by the Milling Supervisor) are performed. You are also responsible to provide direction to the Assistant Mill Operator to ensure that all milling tasks are completed each shift as a team.

Key Responsibilities

- Operation of the mills to optimum run time and capacity.
- Monitor the mills to ensure targeted quality is met with maximum production yield in mind.
- Ensure minor maintenance, including trouble shooting, diagnosing and general repairs of mills are completed. This includes addressing holes, leaks in equipment, plugs, legs and other miscellaneous repairs throughout the oat and pellet mill.
- Maintain a clean work environment by sweeping, cleaning up piles of product, blow downs, and general cleanup throughout the facility.
- Ensure that the milling team follow required Food Safety and Workplace Health and Safety rules and regulations.
- Perform frequent testing of the product to ensure quality control measures are met.
- Complete all required documentation on every shift.
- Other duties as assigned by Milling Supervisor.

Accountability

- As the Lead on shift your accountabilities include, but are not limited to:
 - Ensuring maximum run time is achieved.
 - Ensure quality of product is met.
 - Verify that general housekeeping is addressed each shift.
 - Verify all documentation of both mills is completed and accurate.
 - Food Safety and Workplace Health and Safety rules and regulations are followed by all operators on shift.

- Troubleshooting of equipment is performed to the best of your abilities prior to requesting assistance from Milling Supervisor and Maintenance Department.
- Ensuring that time is used productively and efficiently by Lead and Assistant Mill Operators throughout the shift.
- Ensure the completion of other daily tasks as assigned by Milling Supervisor.

