



Dakota Specialty Milling is one of the largest suppliers of custom-milled and whole grain blends in North America. Founded in 1969, Dakota Specialty Milling is a family-owned specialty grain miller and is built on the philosophy that bakers everywhere deserve consistent product performance. Dakota Specialty Milling is an SQF certified food production facility offering a highly competitive salary and a full benefits package.

**JOB TITLE:** HEAD MILLER

**LOCATION:** FARGO, NORTH DAKOTA

**JOB PURPOSE:**

The Head Miller is responsible for the efficient operation of the company's milling and blending facilities to provide safe, quality food products and a safe work environment for employees, contractors and visitors. Ensures compliance with all federal and state regulations and adheres to all company policies and procedures.

**ESSENTIAL FUNCTIONS:**

1. Responsible for the efficient operation of company grain milling and blending facilities, and to meet or exceed goals for productivity, quality, food safety and worker safety.
2. Provides leadership and guidance for production personnel.
3. Execute the production schedule established in cooperation with the Production Planning Manager.
4. Schedule production shifts as needed with assistance of the Assistant Head Miller.
5. Coordinate maintenance and repairs with Maintenance and Engineering Manager.
6. Identify capital improvement projects and assist Maintenance and Engineering Manager in the successful design, construction and commissioning of these projects.
7. Perform other tasks as assigned.
8. Responsible for reporting observed food safety problems to a supervisor who has the authority to initiate action.
9. Responsible for food safety and will cover for key personnel (including Production Manager and production personnel) to ensure the safety of company food products.
10. Support and direct subordinates in maintaining food safety fundamentals and the SQF System.

**QUALIFICATIONS AND REQUIREMENTS:**

1. Bachelor's degree (or equivalent) in milling technology.
2. Familiar with Buhler milling, flaking and grain cleaning equipment
3. Minimum of two years of experience in commercial grain milling (wheat milling preferred).
4. Demonstrated leadership, supervisory and training experience.
5. Good written and verbal communication skills, as well as demonstrated abilities with computers to operate Microsoft Excel and Word.
6. Requires lifting, standing, sitting, climbing stairs and ladders, working at heights, bending, kneeling and working with tools.
7. Requires daytime hours (Monday - Friday) along with responsibility to support a 24-hour production environment. Must be willing to take after hours calls and respond to facility issues as needed.

**INQUIRIES:**

Inquiries or resumes can be sent to [hr@dakotaspecialtymilling.com](mailto:hr@dakotaspecialtymilling.com)  
For more information on our company, see our website at [www.dakotaspecialtymilling.com](http://www.dakotaspecialtymilling.com)