**Assistant Miller**

The Plimoth Grist Mill Assistant Miller is a flexible, multifaceted, guest facing, integral part of the Museum Experience Team. The Assistant Miller participates in all aspects of running a re-created, water powered grist mill educational exhibit, including sharing the history and technology of the Mill with Museum guests and producing stone ground products for sale.

The position includes milling and processing corn, wheat, rye, oats, and other grains into a variety of products for wholesale and retail distribution, and maintaining the cleanliness and functionality of the mill building and mill machinery, all while providing exciting and engaging interactions with Museum guests.

It is essential that the Assistant Miller approach their work from a guest first perspective, embody a growth mindset, possess a can-do approach to assignments and enjoy wide variety in their work. The Plimoth Grist Mill Assistant Miller works collaboratively with other Museum employees and volunteers who share the same work space to deliver a high quality, engaging, interactive, fun and educational experience to guests.

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum.
- Present engaging living history demonstrations and thoughtful conversations on 17th-century history and technology to Museum guests including adults, children and groups.
- Train in all aspects of operating a water-powered grist mill, including moving mill stones and grinding corn.
- With guidance from the Miller/Guest Experience Manager, assist in inspection, maintenance, and repair of mill equipment and parts.
- Ensure safety of other employees and him/herself, and complete all safety checklists.
- Closely monitor gears, stones, wheel, and other machinery during milling to ensure the integrity of the machinery and the safety of staff and museum guests.
- Learn to safely operate other mill machinery including the electric mill (Meadows Mill), sifting equipment and oat flaker.
- Deep cleaning and sanitizing mill equipment before and after use.
- Learn and follow state Health Department regulations for producing, processing, bagging and labeling all Grist Mill products.
- Learn and adhere to the regulations per the Mill’s Organic Production Plan to ensure integrity of organic products and prevent co-mingling of organic and non organic products.
- Assist in maintaining up to date and accurate production, receiving, distribution and other records and logs.
- Assist in new product research and development.
- Follow procedures for cleaning and sanitizing the mill both before and after production runs, and during processing and packaging.
- Assist in sifting, winnowing, and flaking ground grains.
- Assist with weighing, bagging and labeling finished products.
• Store and stock whole grains and finished products in a safe and appropriate manner according to organic standards and state regulations
• Help monitor production levels to ensure that adequate product is available for internal clients (living history sites, food service) and external customers (museum shops and wholesale accounts).
• Properly care for all museum owned materials in your use including but not limited to reproductions, historical clothing, training materials, uniforms and tools
• Attend all meetings, trainings and professional development sessions as requested by Management
• Adhere to the policies of Plimoth Patuxet Museums as outlined in the Museum Employee manual and current job description
• Other duties as assigned

This outline description focuses on the primary duties of the position. It is not designed nor intended to include all duties and responsibilities inherent in satisfactory performance of the position. Management reserves the right to revise this job description from time to time as needed.

REQUIRED SKILLS:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

• Flexibility, resilience and a growth mindset
• An engaging, energetic and creative personality with excellent interpersonal skills
• Demonstrated ability to communicate skillfully with a wide range of people from different cultural and social backgrounds and diverse learning styles
• Demonstrated ability and strong interest in working with children
• Have a positive attitude and sense of humor
• Reliability, dependability and punctuality
• Courtesy and honesty
• Demonstrated ability to make decisions that put the guest first at all times
• Fluency in English, strong verbal skills, and ability to communicate clearly and engagingly with guests and colleagues.
• Ability to work independently, without direct supervision as well as part of a team
• Skilled at using Google Suite, Zoom and other computer applications
• Ability to wear and communicate using wearable voice amplification
• Must be able to read and understand a variety of historical and educational sources.

EDUCATION and EXPERIENCE:
• A high school diploma or equivalent required; college courses or degree in education or horticulture strongly preferred
• Interest and at least two years experience working with the public is essential.
• Experience working with food products strongly preferred
• Some background working with hand and power tools strongly preferred.
PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. This position requires indoor and outdoor work, sometimes in adverse climatic conditions. Duties include working sitting, standing, bent over or kneeling; involves lifting and moving of objects; standing for extended periods; climbing stairs, ladders, companionways, and/or gangways. Must be able to lift and carry 50 pounds.