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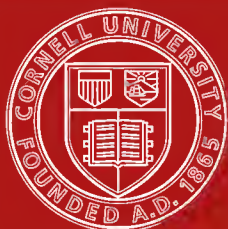


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UNITED STATES DEPARTMENT OF LABOR

DESCRIPTIONS OF OCCUPATIONS

CANE-SUGAR REFINING FLOUR MILLING

PREPARED FOR THE
UNITED STATES EMPLOYMENT SERVICE
BY THE
UNITED STATES BUREAU OF LABOR STATISTICS



WASHINGTON
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DESCRIPTIONS OF OCCUPATIONS: CANE SUGAR REFINING AND FLOUR MILLING

PREPARED FOR THE U. S. EMPLOYMENT SERVICE BY THE U. S. BUREAU OF
LABOR STATISTICS

INTRODUCTORY STATEMENT

These descriptions of occupations are based on investigations, including private interviews and correspondence, extending over practically the entire United States.

The outstanding fact developed by these investigations is that there are few standard or generally accepted occupational names or definitions. It has been necessary, therefore, for the Bureau of Labor Statistics to define certain occupational terms and classifications and to assume the acceptance of these definitions by those using the descriptions. The Bureau is fully aware of the fact that some important occupations have probably been omitted and that in some cases subdivisions may have been carried too far. These faults can be corrected only by means of suggestions and criticisms arising from the use of the descriptions in filling positions.

The users of these descriptions are urged to send to the Bureau of Labor Statistics all suggestions and criticisms as they arise, so that eventually there may be developed a national standard of occupational descriptions.

Acknowledgment

The Bureau of Labor Statistics wishes to thank all those who have contributed to the compilation of these descriptions. So many individuals and representatives of various organizations have been consulted that it is impossible to make special mention of such services.

PREFATORY STATEMENT

IMPORTANT

The objects of these descriptions are to furnish definitions of the various flour milling and sugar refining occupations, so that specifications for help may be made uniform, and to furnish a means by which the prospective employee may be informed as to the nature of the work he will be expected to do.

Each occupation has been described under the most generally accepted title. The descriptions have been carefully prepared with the view of stating clearly and briefly what each occupation requires in the way of performance and qualifications, so that a foreman or employment manager can readily specify the help wanted and can pick the worker best fitted to fill the position.

Without such standard definitions advertisements and appeals from the various Government departments or from a central employment agency would lose their effectiveness, especially when the recruiting is nation-wide.

The statement of actual requirements under the heading of "Schooling" does not have reference to those already working, but should be interpreted to mean that no one should enter the specified position at the present time without having the equivalent of the stated schooling. "Common school" signifies the completion of the common-school course.

Directions for using descriptions and code words

INDEX: In order to find any given occupational description in flour milling and sugar refining, use the **INDEX**.

CODE WORDS: Each description has a code word which, when communicated to any person who has access to these descriptions of occupations, will enable him to ascertain exactly what is called for by referring to the description indicated by the code word. (See Code words.)

If an employee is wanted who has training sufficient to do work in any two or more occupations described, the code words of these descriptions should be combined to indicate the combination of qualifications. For example, the code word designating an Oiler and Roller tender (see pages 15 and 16) would be **OLD-RAVEN**; for a Trucker and Unloader (see page 17) would be **TIBER-UNCAP**.

CANE-SUGAR REFINING

BAG WASHER. (*See Laborer.*)

BLOW UP MAN. (*See Worker, refinery.*)

BRANDER. (*See Laborer.*)

CARBONATOR. (*See Worker, refinery.*)

CENTRIFUGAL MACHINE TENDER. (*See Worker, refinery.*)

CHECKER

CALYX

Description: The checker verifies the counting, tallying, or weighing of packages, bags, barrels, etc.

Qualifications: He must be a careful and rapid worker and be able to keep accurate records. Previous checking experience is desirable.

Schooling: Common school.

CHEMIST

COMA

Description: The chemist works under the direction of the chief chemist and performs such qualitative and quantitative analyses as may be delegated to him.

Qualifications: Must be alert and have ability to accept responsibility. Previous cane sugar refinery experience is desirable.

Schooling: College scientific education; special courses in chemistry.

CHEMIST, CHIEF

COLOR

Kindred Occupation: Chemist.

Description: The chief chemist has charge of the qualitative and quantitative analyses covering all features of chemical control incident to cane sugar refining operations.

Qualifications: He should have initiative alertness; ability to accept responsibility. Must have had experience in a cane sugar refinery.

Schooling: College scientific education; special courses in chemistry.

CLEANER. (*See General worker, female, moderately heavy work.*)

CLEANER. (*See Laborer.*)

CUBE MACHINE TENDER. (*See Worker, refinery.*)

ELECTRIC TRUCK OPERATOR. (*See Laborer.*)

FILLER. (*See General worker, female, light work.*)

FILTER BAG MAN. (*See Worker, refinery.*)

FILTER PRESS MAN. (*See Worker, refinery.*)

FIREMAN, KILN. (*See Laborer.*)

FOREMAN**FILET**

Description: The foreman has charge of a floor, department, or gang, and sees that orders of the superintendent are carried out.

Qualifications: He must have executive ability sufficient to handle a gang of men; must have had refinery experience.

Schooling: Common school.

GENERAL WORKER, BOY**GALL**

Description: Boys do such general work as placing cartons or small bags into containers (cases, sacks, and bags); carry trays, or tend various types of machines.

Qualifications: The boys must be over 16 years of age; should be bright and supple.

GENERAL WORKER, FEMALE, LIGHT WORK**GALT**

Description: The general worker in this group does such light work as holding bags and cartons under a filling machine, folding cartons, inspecting small bags and cartons, packing, sealing, or tending various types of machines.

Qualifications: Girls over 16 years of age are generally employed. They must be healthy, alert, and strong.

GENERAL WORKER, FEMALE, MODERATELY HEAVY WORK**GAM**

Description: The general worker in this group does such work as cleaning, scrubbing, sewing, or repairing of bags, cloths, etc.

Qualifications: Mature women who are physically strong are required for this work.

GRANULATOR TENDER. (*See Worker, refinery.*)

JANITOR. (*See Laborer.*)

LABORER**LAIN**

The following occupations are included as laborers: Bag washer; Brander; Cleaner; Electric truck operator; Fireman, kiln; Janitor; Laborer, general; Piler; Porter; Sample man; Shaker; Shipper; Stencil cutter; Truck loader; Trucker; other unskilled workers.

In specifying a laborer for any of the occupations in this group, use the code word for "laborer."

Description: The laborer does such work as trucking, piling, passing, loading, shipping, and cleaning.

Qualifications: This type of work requires strength rather than skill or experience. The necessary experience can be acquired in a few days.

LIMEKILN MAN. (*See Worker, refinery.*)

LIQUOR MAN, BAG FILTER. (*See Worker, refinery.*)

LIQUOR MAN, CHAR HOUSE. (*See Worker, refinery.*)

PACKAGE BOY. (*See General worker, boy.*)

PILER. (*See Laborer.*)

PORTER. (*See Laborer.*)

PUMPER. (*See Worker, refinery.*)

REPAIRER. (*See General worker, female, moderately heavy work.*)

SAMPLE MAN. (*See Laborer.*)

SAMPLER

Description: The sampler examines the bags of raw sugar with a trier in order to determine the quality and grade of the sugar.

Qualifications: The work requires an active and alert man; refinery experience is desirable.

Schooling: Common school.

SEWER. (*See* General worker, female, moderately heavy work.)

SHAKER. (*See* Laborer.)

SHIPPER. (*See* Laborer.)

SIRUP MAN. (*See* Worker, refinery.)

STENCIL CUTTER. (*See* Laborer.)

STOREKEEPER**SAKE**

Description: The storekeeper makes requisitions, receives, inspects, stores, issues upon proper requisitions, classifies, and accounts for the materials, supplies, and stores in the storeroom, storèhouse, or yard.

Qualifications: He must be able to keep accurate records of materials, supplies, and stores issued and make reports to the office, and must keep the goods in his charge properly stowed and watched.

Schooling: Common school.

SUGAR BOILER**SALAD**

Description: The sugar boiler regulates and controls the time, temperature, and pressure of the boiling of the liquor in the vacuum pan.

Qualifications: The work requires a high grade experienced man who must be an alert, attentive, and careful worker.

Schooling: Common school.

TRUCKER. (*See* Laborer.)

TRUCK LOADER. (*See* Laborer.)

WATER FILTER MAN. (*See* Worker, refinery.)

WEIGHER**WAD**

Description: The weigher determines and records the weight of the sugar.

Qualifications: He must be able to work accurately and rapidly. Previous weighing experience is desirable.

Schooling: Common school.

WORKER, REFINERY**WADE**

Description: The worker in this group has acquired by experience the ability to carry out a certain type of refinery work.

Qualifications: He should have a knowledge of the handling of certain cane sugar refinery apparatus such as centrifugal machines, bag filters, filter presses, and pumps; should understand the reading of temperatures, gauges, and something about the grades of the juices handled. He should be in good physical condition and be an alert and careful worker.

Schooling: Common school.

Note.—In specifying a worker in this group it will be necessary to use the code word indicating the particular type of work to be done, as given in the following list. If the code word for "Worker, refinery" is used, it is understood that the employer will give the necessary training for the particular occupation to which the new man is assigned.

WORKER, REFINERY—Concluded.

BLOW UP MAN	BADGE
CARBONATOR	COKE
CENTRIFUGAL-MACHINE TENDER	CAMEL
CUBE-MACHINE TENDER	COLD
FILTER BAG MAN	FACER
FILTER PRESS MAN	FACT
GRANULATOR TENDER	GIVE
LIMEKILN MAN	LAYER
LIQUOR MAN, BAG FILTER	LAIR
LIQUOR MAN, CHAR HOUSE	LAITY
PUMPER	PAGAN
SIRUP MAN	SAND
WATER FILTER MAN	WAFER

FLOUR MILLING

BLENDER

BRINE

Description: The blender mixes different grades of wheat flour, or wheat flour and coarse grain, in designated proportions.

Qualifications: He must understand the character of the different grades of wheat flour and coarse grain flours, and must know how to combine the various grades of flour in proper proportion.

Schooling: Common school; preferably high school.

BOLTER

BRINK

Description: The bolter sifts the wheat stock in the sifting machines, tests the broken wheat stock as it comes from the grinder, and adjusts the feed slides so that the machine will take in only as much stock as it can properly sift. He must sometimes inform the grinder as to the proper fineness of the stock. He does not fix or oil his machine, but must understand its mechanism. The work is dusty.

Qualifications: Ordinary ability. Strong lungs. He must be experienced in operating the bolting machine; must understand the testing of the broken wheat stock and the adjustment of slides controlling the feed.

CHEMIST

CONIC

Description: The chemist makes such analyses and tests of wheats, various streams of flour or other products as are necessary to insure the proper upkeep of mill standards and the requirements of the United States Department of Agriculture.

Qualifications: Should be a graduate in industrial chemistry. In addition to his technical education; he should be familiar with the processes involved in analyses of flour, and have a thorough knowledge of the various grades of products.

Schooling: College scientific education.

ELEVATOR FOREMAN

EPOCH

Description: The elevator foreman is responsible for and is in charge of taking the wheat into the elevator. He inspects the wheat for correct dockage and directs the storage of the wheat according to the grade or quality. He keeps a record of receipts of wheat, of the tests, the weights, and of the disposition of the various lots. Where dockage is necessary he holds the cars for adjustment. This position is one of the most responsible in the flour mill.

Qualifications: Executive ability; knowledge of weights and measures. He must be a skilled grader of wheat by sight and feel. Must be able to keep records and figure percentages. Should have a thorough knowledge of the Federal and State grades.

Schooling: Common school; preferably high school.

ELEVATOR MAN**EQUAL**

Description: The elevator man carries out the instructions of the foreman, seeing that wheat flows through the proper spouts into proper bins for storage. He keeps a record of the wheat stored and delivered, and is responsible for delivering and reporting all the trouble with elevator machinery or spouts. This latter is his chief responsibility.

Qualifications: Should have had previous milling experience. Ordinary ability. Strong lungs to withstand the dust.

Schooling: Common school.

FOREMAN, ELEVATOR. (*See Elevator foreman.*)

FOREMAN, LOADER. (*See Loader foreman.*)

FOREMAN, PACKER. (*See Packer foreman.*)

FOREMAN, UNLOADER. (*See Unloader foreman.*)

GRINDER**GIVEN**

Description: The grinder has charge of the milling rolls. He sets his machine for grinding, watches the process to see that proper operation goes on, and tests the stock occasionally to make sure that it is being ground properly.

Qualifications: Must have strong lungs to withstand the dust. He must be an experienced grinder of wheat. Must know how to set his machine and know by testing when the grinding is being done properly.

Schooling: Common school.

LOADER**LEA**

Kindred Occupation: Unloader.

Description: The loader, under the direction of the loader foreman, loads bags, boxes, and barrels of the finished products into cars.

Qualifications: He should be able to load cars so that goods will not be damaged in transit. He must be physically strong and have good lungs.

LOADER FOREMAN**LEACH**

Description: The loader foreman directs the work of the loading gang. He plans his work according to the size and capacity of the cars, sees that the cars are properly loaded, and keeps such records as are necessary.

Qualifications: He should have worked as a loader and should have executive ability sufficient to direct a gang of laborers.

Schooling: Common school.

MILLER, HEAD**MIDGE**

Kindred Occupation: Second miller.

Description: The head miller is responsible for all the processes of milling, for the output, and for the grade of flour produced. He must have a thorough knowledge of all processes of milling and of wheat grading.

Qualifications: He must have a thorough knowledge of all milling machinery and of the "flow" of the mill. He should have worked as second miller for several years. This is a very highly skilled occupation, and requires a great deal of trade knowledge, mechanical ability, and executive ability. Good strong lungs.

Schooling: Common school; preferably high school.

MILLER, SECOND**MIDST**

Description: The second miller acts for the miller-in overseeing all of the processes in cleaning, grinding, and bolting. He plans the work and teaches new men. He is required to figure and keep a record of the yield of flour and feed. He has full charge during the absence of the head miller.

Qualifications: Should have strong lungs to withstand the dust. Since he is in line for promotion to head miller, he should have the same qualifications.

Schooling: Common school; preferably high school.

MILLWRIGHT**MIEN**

Kindred Occupation: Spouter.

Description: The millwright is responsible for the upkeep of the mill in general and for all trouble with the spouting, milling machinery, and equipment. He repairs, installs, or takes out machinery, equipment, or spouting under direction of the head miller.

Qualifications: He must be a highly skilled wood and sheet metal worker, and must have a general knowledge of all the milling processes. He should have had experience as carpenter, metal worker, and spouter. He should have good lungs.

Schooling: Common school.

OILER**OLD**

Kindred Occupation: Roll tender.

Description: The oiler must see that all oil and grease cups about the shafting and milling machinery are filled and that all bearings are being properly lubricated. He keeps his machinery wiped clean of dust and grease, and reports any mechanical trouble to the miller or the millwright.

Qualifications: He must be active and have some mechanical ability.

Schooling: Common school.

PACKER**PLACE**

Description: The packer tends the machine which fills the bags, packages, and barrels with the finished product. Men are employed when the product is packed into large bags and barrels. Women are employed when the small packages and cartons are filled.

Qualifications: He must be able to weigh skillfully and rapidly and when filling bags he must be able to use the bag needle with skill and be able to operate a bag-closing machine. He should also be able to insert barrel heads quickly when filling barrels. He should be able to make minor repairs and adjustments. He should be able to keep records and make simple computations of the stock packed. He must be intelligent and strong physically.

Schooling: Common school.

PACKER FOREMAN**PLACK**

Kindred Occupation: Packer.

Description: The packer foreman has charge of the work of the packers. He is responsible for the proper packing of the product and the proper weight of the bags, packages, and barrels.

Qualifications: Ordinary strength. He should have had experience as a packer. He must be able to figure and render accurate account of the output of the machines under his supervision. He must have the ability to make adjustments and repairs on the machines.

Schooling: Common school.

ROLL TENDER**RAVEN****Kindred Occupation:** Oiler.

Description: The roll tender must see that all oil and grease cups about the milling rolls are filled and that all the bearings and belting are properly lubricated. He keeps his machinery wiped clean of dust and grease and reports any mechanical trouble to the miller or the millwright. Men are always employed.

Qualifications: He must be intelligent and active and have some mechanical ability.

Schooling: Common school.

SACK MAN**SINEW**

Description: The sack man has complete charge of the stock of unfilled flour and feed sacks, bags, cartons, and barrels. It is his duty to keep the packers supplied with the proper kind and number of sacks, bags, cartons, and barrels.

Qualifications: He must be able to render reports of the supplies received and used, and to render accurate inventory of the supplies on hand. He must be intelligent, accurate, and attentive to duty.

Schooling: Common school.

SACK SEWER**SING**

Description: The sack sewer repairs sacks by hand or on a sewing machine, and does other required sewing.

Qualifications: He must be able to do plain hand sewing or use a sewing machine.

SIFTER MAN. (See Bolter.)**SMUTTER****SINGE**

Description: The smutter prepares the wheat for grinding into flour by running it over separators to screen out foreign matter. He must examine the stock for dirt, determine whether the screening is resulting in waste of wheat, and make adjustments in his machine to secure the proper screening. He also supervises the work of the sweepers, oilers, and helpers on his floor.

Qualifications: He should have strong lungs to withstand the dust. Should have mechanical ability and must understand the screening of wheat and adjusting of the machines.

Schooling: Common school.

SPOUTER**SINK**

Description: The spouter is responsible for the uninterrupted flow of flour and feed stock through the spouts, and it is his duty to see that all spout valves, slides, etc., are in their proper position.

Qualifications: He should have a thorough knowledge of the flow of the mill and be able to remedy choke-ups or spouting troubles with the quickest possible dispatch. The work requires skill and mechanical ability, and requires a man who has worked in other milling positions. He should be intelligent, active, a good observer, and should have good lungs.

Schooling: Common school.

SWEEPER**SIRE**

Description: The sweeper keeps the floor clean of flour, wheat, and dust.

Qualifications: Ordinary ability and strong lungs to withstand the large amount of dust.

TRUCKER**TIBER**

Description: The trucker pushes or pulls trucks of flour or feed from the packers to the warehouse or to the cars, or from the warehouse to the cars; also performs other general labor about the warehouse or cars as directed by the warehouse foreman.

Qualifications: Good physical strength.

UNLOADER**UNCAP**

Description: The unloader unloads the wheat or other flour products from the cars by the use of the power scoop, shovel, or other means.

Qualifications: He must be physically strong and have good lungs.

UNLOADER FOREMAN**UNCUT**

Description: The foreman unloader directs the work of the gang which unloads the wheat from the cars. He must plan their work according to the number of cars and keep records of the car numbers.

Qualifications: Ordinary strength and ability. He should have worked as unloader.

Schooling: He must have education enough to keep simple records.

WAREHOUSE FOREMAN**WAXEN**

Kindred Occupation: Packer foreman.

Description: The warehouse foreman has charge of the warehouse and has general supervision of all truckers and packers. He superintends the loading of all cars, and issues packing instructions to the packer foreman. He must keep strict account of all cars placed at the warehouse for loading and unloading, and must be able to make out various reports, such as those relating to the loading of cars, the delivery of goods, and the inventory of stock.

Qualifications: This position is one of responsibility and requires a responsible man who has executive ability and who has had previous high-grade warehouse experience. He must have a high degree of intelligence and be physically strong.

Schooling: Common school; preferably high school.



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