

<b>Position Title:</b>	<b>Scaler</b>	<b>Location:</b>	<b>Crossfield</b>
<b>Department:</b>	<b>Harvest</b>	<b>Wage Grid:</b>	
<b>Reports to:</b>		<b>Direct Report:</b>	

**Highline Vision and Values:**

We aim to passionately nourish people, community and environment, through embracing our core values which include:

We do the right thing, always. We lead the way. We are fanatical about quality. We are transparent in our relationships. We always consider the human element. We embrace diversity and inclusion.

**Position Summary:**

This position assists and cooperates fully with the Picking Supervisor. Responsible for proper grading and scaling of mushrooms according to instruction.

**Expected Outcomes:**

**1. Duties & Responsibilities**

- a. Familiar with Standard Operating Procedures GF001SOP, 002 & 003.
- b. Properly scales and grades mushrooms QUICKLY as they are received from the growing rooms.
- c. Ensure that mushrooms are scaled and cooled in the shortest possible time once picked.
- d. Properly and promptly makes necessary computer entries to record picking records.
- e. Report any apparent problems to the Picking Supervisor---i.e. poor practices being exercised within the growing rooms and rest of the facility.---poor product quality, poor hygiene practices on the part of anyone, etc.
- f. Ensure that all facility doors are kept closed at all times. These include exterior doors and doors to growing rooms.
- g. Ensure that no unauthorized visitors are permitted in the facility.
- h. Adheres to all pre-established operating procedures. These include procedures for food safety, employee safety, proper sanitation practices, scaling and grading equipment maintenance, and any other procedures that may be implemented from time to time. Attends to training courses as may be required.
- i. To be supportive of all supervisory decisions and instructions.
- j. Assists in preparing customer orders with product that has been properly graded.
- k. Ensures that all “checklists” have been duly completed and submitted as instructed.
- l. Ensure that pre-established standard operating procedures are properly adhered to by all personnel. These include procedures for food safety, employee safety, proper sanitation practices, warehouse equipment maintenance, and any other procedures that may be implemented from time to time.
- m. Ensure that proper quality control standards are adhered to for outgoing product; this includes product quality and grading, in addition to standards for product packaging, labeling, etc.
- n. Participate in all required health and safety education and training.
- o. Work safely, and encourage you co-workers to do the same.
- p. Use all required personal protective equipment and clothing.
- q. Correct any unsafe conditions or immediately report them to your supervisor.

**2. Leadership & Code of Conduct:**

- a. Embrace and support the Highline culture and values, acting as brand ambassador at all times
- b. Interact with others in a manner that promotes respect, confidentiality and dignity
- c. Develop and actively foster an engaged work force, displaying professionalism at all times

**3. Safety:**

- a. Adheres to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
- b. Reports unsafe conditions immediately to the supervisor
- c. Reports all incidents, injuries and near misses to the supervisor immediately
- d. Cooperates in the Early and Safe Return to Work Program if an injury or medical illness requires accommodation

**Qualifications:**

# Job Description

**Knowledge of:**

Warehouse and trucking operations, preferably in the produce sector.  
Mushroom grading standards.  
Shipping and receiving routines.  
    Computer operations  
    HACCP

**Ability to:**

Do light and medium lifting  
Communicate effectively  
    Work effectively in a fast-paced environment

**Education and Experience:**

Experience in a produce type of operation, preferably involving mushrooms.  
Other combination of experience which will provide this position with the necessary foundation to effectively undertake the duties outlined herein.  
Valid driver's license

**Working Conditions:**

Duties are performed in a production type of setting. Duties are mainly performed within an industrial setting.

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This job description should not be construed as an exhaustive list of duties and responsibilities to be performed by persons assigned to this position. It is not intended to limit or in any way modify the right of the manager or supervisor to assign, direct, or control the work of associates under his or her supervision. Job descriptions may be revised at any time during the course of employment as required.

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