

Position Title:	Shipping and Receiving Associate	Location:	BCWP & BCEP
Department:	Distribution	Wage Grid:	
Reports to:	Logistics Supervisor	Direct Reports:	None

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:

Responsible for transporting product , completes proper documentation and prepares reports, stores products on rotating base, plans products delivery schedules, loads trucks and delivers products , and performs daily truck and trailers inspections to identify safety and maintenance issues.

Expected Outcomes:

1. General Duties

- a. Verifies completed, vacuumed product, looking at product sku's and validating customer requirements
- b. Organizes loads for shipping, and loads trucks appropriately for customer delivery
- c. Starts reefer units on trucks, preparing to hold product
- d. Records required documentation pertinent to shipping and final product quality
- e. Maintains and records proper temperature control of product
- f. Checks battery of forklift weekly and fills if required
- g. Run product through metal detector, before the final stage
- h. Support Vacuum cooler duties as needed.
- i. Performs any other duties as assigned.

2. Leadership & Code of Conduct

- a. Embrace and support the Highline culture and values, acting as a 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.

4. Food Safety:

- a. Follows all Good Manufacturing Practices (GMP's) as trained

5. Quality:

- a. Adheres to all quality standards per customer specifications

6. Tools and Equipment:

- a. Temperature probe, to validate the temperate of the completed, vacuumed product.
- b. Hand jacks and power jacks
- c. Forklift

Qualifications:

- Must be eligible to work in Canada
- Must be at least 16 years of age
- Must be able to drive a forklift

Prior forklift experience an asset

Required Training:

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, WHMIS, Incident Response and Reporting, Emergency Response Plan, Return to Work and Disability Management, Ergonomic Policy, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

- Forklift Training
- Lock out training

Other training as identified from time to time by the company.

Working Conditions:

Weekend and/or evening and some holiday work. Position requires a willingness to work a flexible schedule.

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.
