

Position Title:	Shipping & Receiving	Location:	ON
Department:	Distribution	Wage Grid:	2E
Reports to:	Distribution Supervisor & Assistant Distribution Manager	Indirect 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. Receives product throughout the day and fills the proper documentation based on the quality, temperature and item count
- b. Stores materials or product throughout the day in designated storage areas while properly rotating product using FIFO
- c. Responsible for ensuring trailers are secured using trailer locks, wheel chocks and trailer stands
- d. Starts reefers on trailers while maintaining proper temperature ranges, as well as maintaining proper fuel levels and ensuring alarms are reported
- e. Assembles customer orders throughout the day using a picking list and assembling orders based on availability or truck departure time
- f. Validating customer orders to ensure appropriate orders are being picked and temperatures are accurately recorded prior to being loaded
- g. Loads trucks throughout the day using a load sheet and loading orders based on availability or truck departure time
- h. Maintains proper communication with other team members throughout the day in order to complete orders in a timely manner to help trucks depart on time
- i. Maintains proper housekeeping by sweeping docks, order assembly area, organizing work area, washing trailers, taking out the garbage, etc.
- j. Fills out proper inspection sheets for equipment and prior to both loading and unloading trailers
- k. Transports supplies and product between multiple sites
- l. Performs and records safety circle checks on truck being operated as per Ministry of Transportation (MOT) requirements
- m. Ensures straight truck is secured when transferring product using a load bar
- n. Operates power jack and lift truck to perform job duties
- o. Performs other general duties as needed.

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. SAP Duties:

- a. Label Printers
- b. Picklists

Qualifications:

Education and Past Experiences:

- Must possess a valid "G" class license in good standing.
- Must be insurable
- Previous experience working in a similar role is preferred
- Previous straight truck/fork lift experience is an asset
- Ability to work in a cold environment for most of the day
- Familiarity with an ERP system is preferred
- Familiarity working with a RF Scanner and picklist is preferred

Personal Attributes:

- Must have ability to work independently and as a team
- Must be self-motivated
- Must possess a positive attitude and demonstrated great attendance record
- Must have the ability to work quickly and accurately under pressure
- Ability to work with a diverse group of people as a team or independent at times
- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Excellent communication and interpersonal skills

Other:

- Eligible to work in Canada
- Must be at least 16 years of age

Required Training:

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

Job Specific Training –

- Department Hazard Awareness Checklist
- Forklift Certification
- Lockout/ Tagout Training
- Machinery & Equipment Policy
- Ladder Safety
- Machine Guarding and Hazard Awareness
- Power Jack Training
- Job Specific SOPs

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.

By signing below, I acknowledge that I have reviewed and accept the responsibilities noted within this job description.

Print Name

Signature

Date