

Position Title:	Housekeeper	Location:	ON
Department:	Quality	Wage Grid:	1BL
Reports to:	Quality Assurance Manager	Direct Reports:	

Highline Vision and Values:

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 cleaning areas across the entire farm and reporting any safety hazards to their supervisor.

Expected Outcomes:

1. General Duties:

- a. Clean building floors by sweeping, mopping, scrubbing, or vacuuming
- b. Gather and empty trash
- c. Service, clean, and supply restrooms
- d. Clean and polish furniture and fixtures
- e. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
- f. Mix water and detergents in containers to prepare cleaning solutions, according to specifications
- g. Move supplies, either manually or by using hand trucks
- h. Clear debris from grounds
- i. Maintain cleanliness of lunchrooms throughout the entire farm, including the back buildings and trailers
- j. Maintain cleanliness of farm hallways, including garbage removal, removal of spider webs and squeegee any pooling water found
- k. Ensure adequate supplies for housekeeping cart are maintained and notifying Quality Assurance Manager when supplies are needed
- l. Performs any other duties that may be assigned as required

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. Tools and Equipment

- a. Hand Cart
- b. Cleaning Equipment & Supplies
- c. Floor Scrubber (Kingsville)
- d. Chemical – WHMIS controlled Foam Force, Oxonia Active, Whisper and Sodium Hypochlorite

Qualifications:

- Must be eligible to work in Canada.



Job Description

- 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
- Job Specific SOPs

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

Working Conditions:

Work requires weekend and some holidays. Work requires 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