

Position Title:	Afternoon Receiver	Location:	Wellington
Department:	Quality	Wage Grid:	2H
Reports to:	Quality & Harvest Manager	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:

Performs a variety of duties on the afternoon shift including, but not limited to, basic maintenance, receiving, and master sanitation.

Expected Outcomes:

1. General Duties

- a. Completes Master Sanitation duties as assigned
- b. Performs basic maintenance duties, including cleaning out and draining cooling units in coolers
- c. Receives items such as peat moss and spawn
- d. Wraps pipes for insulation repairs
- e. General Building Maintenance including, but not limited to, patching holes, painting, etc.
- f. Performs and records safety circle checks on trucks being operated
- g. Performs any other duties as assigned.

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.

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. Forklift
- b. Floor scrubber
- c. Skyjack

7. SAP Duties:

- a. RF Scanner
- b. Label Printers
- c. Goods Receiving
- d. Quality Management

Qualifications:

Education and Past Experiences:

- Must possess a valid "G" class licence in good standing
- Previous experience working in a similar role is preferred

- Previous forklift experience is an asset
- Ability to work in a cold environment for most of the day
- Familiarity with an ERP system is preferred

Personal Attributes:

- Must have ability to work independently
- Must be self-motivated
- Must possess a positive attitude and demonstrated good 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
- Aerial Platform
- Working at Heights
- 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.

Signature

Date