

<b>Position Title:</b>	<b>SR. Fill/Empty Supervisor</b>	<b>Location:</b>	<b>Wellington</b>
<b>Department:</b>	<b>Fill/Empty – Cultivation</b>	<b>Wage Grid:</b>	<b>N/A</b>
<b>Reports to:</b>	<b>Farm Manager</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:**

Oversees the Fill/Empty, Tray Line, Tray repair and Casing associates. The SR. Supervisor supervises the crew assigned to this department and ensures appropriate hygiene and safety protocols are followed. Works closely with other department managers and communicates information required to ensure maximum productivity.

**Expected Outcomes:**

**1. General Duties:**

- a. Monitors emptying of compost to ensure timely, safe delivery of compost to the cultivation area.
- b. Assists with development of departmental operating procedures and directs the departmental work and verifies hours of work and attendance through Avanti.
- c. Organizing, supervising and scheduling associates on tray line, dump wash line, emptying and filling rooms, tray repair, casing room and lighting crew
- d. Communicating with maintenance on any repairs needed
- e. Conduct audits on inventory of departmental supplies, and advises when supplies need to be ordered.
- f. Communicates with the Farm Manager concerning compost quality and equipment concerns.
- g. Attends Production meetings and provides feedback as to the productivity and work conditions within the Tunnel Operations.
- h. Ensures the highest level of hygiene and sanitation within the Casing Operations which includes trayline, empty hall, cac room and peat mixing areas.
- i. Communicates necessary information to the Grower as required on a day to day basis.
- j. Responsible for the safe operation of Heavy Equipment, including but not limited to tractors, wagons, forklift, bobcat and other farm equipment.
- k. Coordinates and ensures the department operates in compliance with company policies and procedures, including but not limited to Food Safety and Health and Safety policies, all applicable public laws and regulatory requirements, including but not limited to Environment, Employment and Health and Safety regulations.
- l. Communicates with Human Resources regarding associate issues and status change information. Reports injuries, property damage and near miss incidents immediately and assists in accident investigation.
- m. Performs audits of associate lockouts and departmental technical team audits.
- n. 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 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

**Qualifications:**

- A minimum of a high school diploma or equivalent with a minimum of five years' experience in supervisor/management position. Preference given to post-secondary graduates. 10 years' experience in mushroom, horticultural and/or agricultural field is required. Must be trained in heavy equipment operation. Experience with agricultural equipment an asset.
- Must be 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.

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.

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

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Signature

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Date