

Position Title:	Summer Student General Maintenance Labourer	Location:	All
Department:	Maintenance	Wage Grid:	
Reports to:	Maintenance 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:

Responsible for providing assistance to the Maintenance team for daily maintenance operations on the farm, general painting and yard maintenance.

Expected Outcomes:

1. General Duties

- a. Has knowledge of all farm operations, equipment, and maintenance responsibilities
- b. Assists maintenance personnel with minor repairs
- c. Performs building upkeep, including shop cleaning, painting, removing garbage, etc.
- d. Performs occasional grounds keeping as required
- e. Observes and reports any issues on farm
- f. Performs any other duties as assigned.

2. Leadership & Code of Conduct

- a. Embraces and supports 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:

- Pallet jack- **no motorized equipment**
- Hand and Power tools

Qualifications:

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 (Ontario), 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 Lockout/Tag out Training

Job Specific Training –

- Department Hazard Awareness Checklist
- Ladder Safety
- Job Specific SOPs

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

Working Conditions:

Physical:

While performing the duties of this position, the associate is frequently required to stand, walk, use hands to grip, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and talk and hear. The associate is occasionally required to sit and must frequently lift and/or move more than 100 pounds. Specific vision abilities required by this position include close vision, distance vision, colour vision and depth perception.

Environment:

While performing the duties of this position, the associate may be exposed to moving mechanical parts. The associate is occasionally exposed to wet and/or humid conditions, high, precarious places, fumes and/or airborne particles, toxic or caustic chemicals, outside weather conditions, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate to occasionally loud.

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