

Position Title:	Tugger/ Scanner	Location:	ON
Department:	Harvest	Wage Grid:	2A
Reports to:	Harvest 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:

The Tugger / Scanner will be responsible for the timely delivery of product boxes / tills to the growing houses and the transportation of harvested product to the scanning department.

Expected Outcomes:

1. **General duties:**
 - a. Delivers carts of empty boxes / lugs / trays to the harvest rooms in a timely manner
 - b. Obtains completed pallets of harvested product and delivers to the scanning area
 - c. Scans trays and boxes of mushroom product into the database using barcodes and barcode reader
 - d. Responsible to ensure that the proper code for each type of mushroom is scanned into the database
 - e. Verifies the Harvest Information Sheets against the actual product that has been received
 - f. Delivers scanned product to the packaging cooler or to the packaging line as required
 - g. 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
6. **Tools and Equipment:**
 - a. Scanner
 - b. Tugger
 - c. Forklift
 - d. Hand Cart
7. **SAP Duties:**
 - a. Label Printers
 - b. Production Orders

Qualifications:

- Must be eligible to work in Canada.
- Must be at least 16 years of age.
- Previous forklift experience preferred.

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
- Machine and Equipment Policy
- Ladder Safety Training
- Machine Guarding and Hazard Awareness
- Trolley/Belt Training
- Tugger/Scanner Training
- Power Jack Training
- Job Specific SOPs

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

Working Conditions:

Work requires weekend and/or evening work 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