

<b>Position Title:</b>	<b>Harvest Coordinator</b>	<b>Location:</b>	Leamington, Kingsville, and Wellington
<b>Department:</b>	<b>Harvest</b>	<b>Wage Grid:</b>	<b>Confidential</b>
<b>Reports to:</b>	<b>Harvest Manager</b>	<b>Direct Reports:</b>	<b>Supervisors, Trainers, Harvest Service and Harvesters</b>

**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:**

Assist the Harvest Manager with the Harvest Department operations and collaborate with the Packaging and Growing departments. Assist the Harvest Supervisors in building efficiencies into departmental procedures. Committed to building a team of supervisors and associates who are committed to achieving excellence.

**Expected Outcomes:**

1. **Leadership & Code of Conduct:**
  - a. Embraces and supports the Highline culture and values, acting as brand ambassador at all times
  - b. Interacts with others in a manner that promotes respect, confidentiality and dignity
  - c. Develops and actively fosters an engaged work force, displaying professionalism even when challenging to do and while quickly managing the culture to stop behaviours not aligned to the Company Values.
  
2. **Safety:**
  - a. Adheres to Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
  - b. Reports unsafe conditions immediately to direct report or member of the safety team
  - c. Reports all incidents, injuries or near misses immediately to direct report or safety advocate

Cooperates in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation
  
3. **Safe Food Quality Standards:**
  - a. Follows all Good Manufacturing Practices (GMP's) as trained.
  
4. **Harvest Department Operations**
  - a. Plans, coordinates and organizes harvest department operations
  - b. Coordinates orders and packaging requirements to ensure customer requirements are met daily
  - c. Receives modifications to daily orders from Distribution, communicates to Harvest department and ensures that any necessary supplies are changed
  - d. Oversees the quality, quantity and efficiency of the harvest
  - e. Works closely with the Grower, Packaging Manager and/or Packaging Supervisors to ensure accurate communication of daily requirements (what to harvest, quantity, quality, etc.) based on customer orders
  - f. Completes daily estimate and order planning
  - g. Supports Supervisors and Associates in meeting customer quality expectations through daily instructions and oversight
  - h. Oversees flow of supplies in hallways
  - i. Achieves goals by establishing priorities, monitoring progress, efficient scheduling, and timely conflict resolution
  
5. **Employee Relations and Scheduling**
  - a. Assists the Manager with the general conduct of all harvesting staff, including harvesters, harvest service and supervisors

- b. Assists the Manager to issue corrective action and/or discipline when warranted with the assistance of Human Resources
  - c. Provides a working environment which promotes safety, well-being and dignity
  - d. Ensures completion of schedule and supports daily timecards (including corrections and reconciliations) in electronic time management system
  - e. Responsible for scheduling all harvest supervisors and associates in accordance with changing production volumes, ensuring proper allocation of work hours and monitoring overtime hours, in accordance with Company policies
  - f. Ensures staff are properly utilized to minimize overtime and ensure the fair and equitable assignment of hours of work amongst associates
  - g. Assists the Harvest Admin to monitor absenteeism and tardiness and works closely with Human Resources to promote good departmental attendance
  - h. Assists Harvest Admin with timely and accurate reporting of attendance issues to Human Resources and the recording of attendance as required by Human Resources and the Company attendance policy
  - i. Completes administrative paperwork for department staff (i.e. time off requests, switched days, etc.)
6. **Communication**
- a. Participates in daily farms walks with Harvest Manager and Grower to assess growing rooms and orders
  - b. Participates in daily Harvest Supervisor meetings to communicate daily requirements and pick rates
  - c. Communicates any changes in daily orders received from Distribution to the Packaging department
  - d. Participates in training as required
7. **Management of Bonus Incentive Program**
- a. Assesses weekly progress in relation to Harvest Supervisor Incentive Bonus Program (HSIB)
  - b. Communicates expectations to harvest supervisors and associates regarding bonuses
8. **Other Duties**
- a. Facilitate improvement activities with other department managers and area supervisors
  - b. Provide meaningful recommendations for continual improvement or innovation
  - c. Performs any other duties that may be assigned as required
- a. **Safety** Adhere to the Safety Policies, including use of proper Personal Protective Equipment (PPE) and other safety equipment
  - b. Report unsafe conditions immediately to direct report or a member of the safety team
  - c. Report all incidents, injuries, or near misses immediately to direct report or a safety advocate
  - d. Cooperate in the Early & Safe Return to Work Program if an injury or medical illness requires accommodation

## **Qualifications & Experience:**

### Education & Past Experiences:

- Minimum of 5 years of experience in mushrooms, horticultural or agriculture field
- High school diploma or equivalent
- Continued professional development in leadership and business skills is considered an asset
- Supervisor-level experience with progressive responsibilities, including managing a diverse team in a fast-paced environment

### Personal Attributes:

- Demonstrably strong organizational skills and the ability to prioritize
- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Above average analytical skills, the ability to problem solve
- Capable of independent and self-guided work
- Excellent interpersonal communication
- Excellent communication and interpersonal skills
- Must be able to handle multiple projects simultaneously in a changing, deadline driven environment
- Ability to work independently and as part of a team and take on new tasks with a high level of difficulty

- Attention to detail and accuracy, appropriately balanced with the need to complete tasks
- Self-starter who can work independently, has an adaptive personality that can deal with ambiguity
- Conducts themselves with professionalism, and maintains confidentiality of sensitive information

Other:

- Eligible to work in Canada.
- Fluent in written and verbal English, other languages are an asset.

**Required On-The-Job Training:**

Orientation training, including, Food Safety, Attendance Policy, Conduct Policy, Confidentiality, The Use of Computer Network, Email, and Internet 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, Departmental Hazard Checklist and MOL Worker Awareness.

Other training as self identified for professional development or skill enhancement or identified by Highline.

**Working Conditions:**

Weekend and/or evening and some holiday work, along with 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