

Position Title:	Packing Line Operator	Location:	Crossfield
Department:	Packaging	Wage Grid:	1C
Reports to:	Packaging Supervisor(s), & Packaging Manager		

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:

Operates the packaging line in an orderly, efficient manner, minimizing downtime and waste.

Expected Outcomes:

1. General Duties

- a. Operates packaging line(s) as scheduled, ensuring minimal downtime and waste
- b. Records required documentation pertinent to packaging line operation on paper as well as entering into an iPad.
- c. Verifies dates and codes of product
- d. Loads labels and makes adjustments to the line according to packaging orders
- e. Executes customer orders as directed ensuring the use of correct label, date code and any other customer requirements.
- f. Directs associates on the line, advises when changeover is required, ensures customer product quality
- g. Promotes a clean and safe working environment
- h. Capable of identifying obvious malfunctions of the equipment being used
- i. Input all relative information per SKU in iPad
- j. 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:

- Forklift
- X-acto knife
- iPad

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, 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 MOL Worker Awareness.

Forklift
Lockout-Tagout

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