

<b>Position Title:</b>	<b>Scanner</b>	<b>Location:</b>	<b>BC</b>
<b>Department:</b>	<b>Harvest Service</b>	<b>Wage Grid:</b>	<b>1C</b>
<b>Reports to:</b>	<b>Harvest Manager/Supervisor</b>	<b>Direct Reports:</b>	<b>None</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.

**Expected Outcomes:**

**1. General Duties**

- a. Delivers skids 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. Checks inventory daily
- h. Ensures proper container counts to complete orders
- i. Checks weights and quality when removing harvested product from the rooms
- j. Reports quality concerns to supervisors
- k. Responsible for keeping cooler clean, organized, and ensuring product is rotated
- l. Assists with cooler and inventory counts
- m. Assists with harvest sanitization when needed
- n. 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:**

- a. Scanner/Scale Computer
- b. Hand Jack

**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 and the Highline Stretching Program, Workplace Violence, Harassment, Sexual Harassment and Bullying Policy, Health and Safety Policy and MOL Worker Awareness.

**Job Specific:**

- Department Hazard Awareness Checklist
- Hand Jack Training
- Scanner & Computer Training
- SAP User Training
- Scanning SOP

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.

May be required to work staggered shifts to support farm operations.

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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.*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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Date