

<b>Position Title:</b>	<b>Senior Crew – Fill/Empty Operations</b>	<b>Location:</b>	<b>BC and AB</b>
<b>Department:</b>	<b>Fill/Empty (Growing)</b>	<b>Wage Grid:</b>	<b>FE3</b>
<b>Reports to:</b>	<b>Grower, Material Application Specialist</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.

## Position Summary:

This role focuses on the filling and emptying of the growing rooms starting with the receiving of the Phase III mushroom substrate from the Tunnels Operations, filling the growing rooms with the mushroom substrate and ensures an even depth of a peat moss-based mixture is evenly applied to the surface of the compost; this is known as the Casing Layer. Responsible for the emptying of the growing rooms when the harvest is completed, including cleaning and washing the rooms to the highest possible standards on a consistent basis. Assists the growing department with the proper growing of mushrooms by safely and effectively applying water to growing beds and assisting with other growing related activities. Responsible for assisting the Grower in growing mushrooms through room management and the proper application of water.

## Expected Outcomes:

### 1. General Duties

- a. Operates the headfilling machine
- b. Operates Pulling Winch
- c. Operates Skid Steer and forklift
- d. Helps ensure the mushroom compost and casing soil is evenly filled into the growing rooms to the correct and highest standards as set out in the filling score sheets (see Appendix A)
- e. Ensures the growing beds are emptied post-harvest
- f. Helps to ensure that the cleaning and washing of the growing rooms and the equipment used is done to the highest and most consistent standards of hygiene required by organic mushrooms
- g. Works alongside the Material Application Specialist in ensuring the all of the Preventative Maintenance is regularly carried out including the proper greasing of the bearings. It is also critical that all of the equipment is kept in a fit state to safely carry the full weekly working schedule
- h. Maintains strict hygiene at all times
- i. Supports and backs-up the Material Application Specialist, Fill/Empty Operations
- j. Performs any other duties that may be assigned
- k. Assesses watering requirements within guidelines supplied by the Grower
- l. Mixes and applies water and additives in proper quantities and with proper techniques in accordance with Grower's directions
- m. Ensures correct application, recording and timing of water
- n. Hangs plastic in grow rooms to control air flow
- o. Moves AC units to grow rooms as directed
- p. Applies disinfectants where and when required
- q. Washes growing rooms and hallways as required for each location
- r. Communicates with Growers
- s. Ensures that the highest levels of disease preventative measures are implemented and maintained

### 2. Leadership & Code of Conduct

- a. Embrace and support the Highline culture and values, acting as a 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. Forklift
  - b. Headfiller/Casing Line
  - c. Skid Steer
  - d. Pulling Winch/Emptying Winch
  - e. Watering tree and hose
  - f. Bucket and scoop
  - g. Hose, squeegee and shovel

**Qualifications:**

- Must be eligible to work in Canada
- Previous forklift experience
- 1-2 years of experience in mushroom, horticultural, agricultural
- Prior experience or training in the operation of heavy equipment preferred

**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 certification
- Lockout/Tagout Training
- Safe Operation of Farm Equipment

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

**Working Conditions:**

Working conditions are typical for a farm environment. Incumbent may be on their feet for long periods of time  
Must be capable of working in British Columbia and/or Alberta  
Weekend and/or evening and some holiday work, along with a willingness to work a flexible schedule.

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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.*

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Signature

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Date