



Job title	<i>Receiving Area Supervisor</i>
Reports to	<i>Plant Manager</i>

Job purpose

Under the direction of the Plant Manager, the Receiving Area Supervisor will supervise the receiving area workers under Plant Manager's direction

Duties and responsibilities

- Assist in maintaining records of incoming fruit and facilitating product flow
- Monitor quality driven processes and attitude with all staff
- Take part in Health and Safety training
- Record all staff's hours daily
- Troubleshoot machinery breakdowns, seek assistance from maintenance team if required
- Supervision of personnel and equipment in the receiving department
- Ensuring any quality or maintenance issues are dealt with in a timely manner
- All timesheets are to be given to payroll at the end of the day
- Maintain a clean and debris free area
- Ensure correct chlorine and buffer levels are monitored per fachaux and recorded
- Inform staff of health & safety hazards in area and monitor practices

Qualifications

- High School Diploma or equivalent education
- Forklift training an asset
- Minimum of 1-2 years' experience in a supervisory role (in a similar environment would be desirable)
- Good eye for detail and quality maintenance
- Must be in good general health and able to stand for extended periods of time
- Must be a flexible team player who works well in a busy and demanding environment
- Ability to lead by example, delegate tasks and follow instructions

Working conditions

Our working environment is extremely demanding over a short time period. Applicants should be aware that:

- This is a farming environment and days off may be extremely limited during our picking season
- Environmental conditions can vary from inside to outside, always use caution
- Work hours are not calendar based, but are dependent on crop maturity and weather

- Work hours are generally 60+ hours per week
- Overtime provisions do not apply for this position
- Applicants must be available from June until early to mid-September

Direct reports

Receiving Area Workers
