



## Warehouse Utility Worker – Afternoon Shift

Here is your opportunity to be an integral part of a BC based natural foods brand that is experiencing tremendous growth across North America. Naturally Homegrown Foods Ltd. is a premium snack food company based in Surrey, BC. We produce all-natural potato and root vegetable chips under the Hardbite™ brand name. For more information on our company, please visit us on our Facebook page, Instagram (@hardbitechips), Twitter (@Hardbite), or Website (www.hardbitechips.com).

Due to our growth, we have an opening for a **Warehouse Utility Worker – Afternoon Shift** based out of our operations facility in Surrey, BC.

### PRIMARY RESPONSIBILITIES:

- Receives verbal instructions from Supervisors to ascertain order needs
- Pick orders and manually wrap pallets/orders accurately and effectively on a timely basis
- Practice “first in first out” stock rotation
- Ensure finished products are shipped according to Company standards and procedures
- Receive ingredients and packaging materials according to Company standards and procedures
- Timely and accurate completion of all paper work
- Utilizing forklift and pallets jacks to organize and ensure plant floor is maintained at all times
- Preparation of raw materials including chopping
- Completion of pre-assembly work not limited to stock assembly lines, set up belts, cut open boxes
- Back-up operation of machinery and effectively resolve issues as they arise, and keep machinery clean
- Documentation/record keeping of materials consumed and product produced
- Monitoring of waste receptacles and cardboard recycling requirements
- Adhere to good manufacturing practices (GMPs)
- Other tasks as assigned by Operations Manager and/or Production Supervisors

### REQUIRED SKILLS AND EXPERIENCE:

- Experience in a warehouse shipping/receiving department considered an asset
- Understanding and adherence to HACCP principles and practices
- OFA Level 2, Forklift, and WHMIS certified would be considered an asset
- Ensure compliance to GMPs, Food Safety, and Quality Assurance guidelines at all times
- Knowledge of Occupational Health and Safety legislation would be considered an asset
- Superior communication skills and ability to deal with a variety of front line challenges in a proactive manner
- Adept at Microsoft Office and data entry
- Ability to lift a minimum of 50 pounds
- Excellent verbal and written communication skills

### OTHER INFORMATION:

- Must be available to work the afternoon shift 2:30 pm – 11:00 pm Monday thru Friday Full-Time
- The position does not have flexible work hours or days from the noted schedule
- This position requires successful completion of a clear background check prior to start date
- Our operational facility is a **20-minute** walk to the closet bus stop

Naturally Homegrown Foods offers a competitive compensation package including a benefits package after a successful three-month probationary period.

To apply to this opportunity with Naturally Homegrown Foods Ltd., please e-mail your resume and cover letter including salary expectations to [careers@hardbitechips.com](mailto:careers@hardbitechips.com), referencing “**Utility 2018 07**” in the subject line.

We thank you in advance for your interest. Only selected applicants will be contacted. No phone calls please.

**Application Closing:** 5:00 p.m., Thursday, June 7<sup>th</sup>, 2018

**Position Type:** Permanent, Full-Time