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| Position Title: | **Machine Operator (Afternoon Shift)** |
| Department: | Production |
| Location: | Burlington, Ontario |

**OBJECTIVE**

Reporting to the Production Manager, Finished Goods, the Machine Operator role exists to assist on the production floor. The incumbent shall be mainly responsible for machine set-up, pre-op checks, troubleshooting and to efficiently run machinery for daily production runs.

**QUALIFICATIONS**

Education:

* High school diploma or equivalent
* Current license for Forklift / Reach is an asset

Experience & Skills:

* 1-2 years of machine operator experience in a production environment (food industry is a strong asset)
* 1-2 years of experience with operating industrial sewing machines, baggers and palletizers
* Good communication skills
* High attention to detail
* Positive attitude and team player
* Ability to lift up to 50lbs repetitively and stand for long periods of time
* A high degree of flexibility and willingness to work overtime as required, which may include weekends

**PRINCIPAL RESPONSIBILITIES**

1. Perform pre-op checks and machine set-up for daily production runs.
2. Ensure that packaging and traceability coding are accurate and special instructions on the Daily Production Schedule are being followed.
3. Handle machinery with care and take required steps to ensure that machinery is running efficiently at all times; conduct minor trouble shooting as required.
4. Promptly report any major issues / problems observed with machinery.
5. Track production line completion on Daily Production Log and strive for continuous efficiency across all production line functions.
6. Perform general housekeeping in work area at the end of each production run.
7. Ensure compliance to Occupational Health and Safety laws and regulations, GMPs and EarthFresh policies.
8. Other duties and projects as assigned by the Production Manager, Finished Goods and/or afternoon shift Production Supervisor.