



Crofters Food Ltd.

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Crofters is growing and we are seeking energetic, reliable & flexible team players to join our various production departments.

Here's your chance to join a highly skilled team of professionals at one of North America's pioneering brands in the organic food movement! Crofters Food Ltd, known in the grocery aisles as Crofters Organic Fruit Spreads, is the leading manufacturer of organic jams, jellies and fruit spreads in North America. Headquartered in picturesque Parry Sound, Ontario, about two hours north of Toronto, we manufacture a vast array of fruit-based spreads sold in stores across Canada, the United States, and select international markets. From the way we source our fruit, to the way we carefully manufacture our products using forward-thinking sustainable processing techniques, to our innovative, health-conscious formulations, every aspect of our operations receives the care and attention they deserve. A small but mighty team, with the support of a US based private equity firm, join us as we look to aggressively scale our business on our mission to become one of the leading organic food brands in North America.

Positions: Labelling and Packaging Manager – **IMMEDIATE POSITIONS AVAILABLE**
Location: Parry Sound, ON
Pay rate: \$27-\$40 per hour, commensurate with experience. Permanent full-time opportunity
Shifts: Monday to Friday- possible future shift work
Start time: 5:00 am – 6:00 am

Position Overview:

We are seeking a Labelling and Packaging Manager to oversee and manage all aspects of the labelling, case packaging, palletization and preparation of goods for inventory. You work in coordination with Batchers and Filling Department Manager, and in conjunction with HACCP, QC and SQF Managers, Maintenance Managers and Plant Manager. General requirements include:

- Supervise, manage and direct Production Line Operators within the Labelling and Packaging Department, including participation in the hiring of new employees, and annual performance review/disciplinary action for Production Line Operators in your department.
- Production area managers are the primary knowledge holders and the person responsible for the setup, adjustment, and ongoing fine-tuning of production equipment including conveyors, check weighers, labellers, case packing equipment, palletization equipment, and various other pieces of equipment to ensure optimal output. A high level of mechanical ability is required to adequately fulfill the needs of the position.
- During any equipment failures, Production Managers are expected to promptly assess and remedy the failure to mitigate line down-time. In instances where equipment failure requires further assistance, promptly contact the Maintenance department for further assistance.
- Closely monitor equipment and products during production sequence to ensure that all quality and safety parameters are met, and that safe operation of equipment is observed at all times.
- Review and sign-off on operational documentation such as lot code logs, equipment check logs, jar reject logs, and various other records as required by Quality Control department.
- Maintain equipment, tools, and other assets of the company in optimal operating condition with the primary objective of keeping the labelling and packaging line equipment functional and reliable.
- Manage receipt and inventory control of labels and packaging materials in coordination with the Purchasing department
- Follow equipment Standard Operating Procedures and assist with operator training when new equipment or changes to current equipment or processes are implemented. Participation in the development/improvement in SOP's is highly encouraged of all Managers.
- Ensure inventory management of required spare parts and supplies for production equipment.

- Follow all required health and safety protocols and practices.
- Work may involve lifting and handling heavy items (boxes, etc.) using Lifting Devices Equipment &/or manually. Appropriate Lift Truck Operations training and certification will be provided.
- Be familiar with and have regard for HACCP, GMP (Good Manufacturing Practices), Food Safety, Food Security, Organic Certification, Standard Operating Procedures and all other applicable regulatory and company programs and policies. Ensure all workers are aware and comply.
- Adapt to flexible work style and willingly assist with other functions where needed. Hours may be variable, from time to time, according to production requirements, maintenance work, and repairs. Shift work may be required as the Company adapts to change.

Ideal Candidate:

We welcome applications from candidates from all walks of life- our ideal candidate possesses the following skills and qualities:

- **Mechanically Inclined-** our state-of-the-art facility is fully automated and is equipped with sophisticated production machinery, so having a knack for mechanics is a huge plus! Candidates will have the opportunity to learn from our skilled team on how to properly set up and adjust equipment to meet production expectations
- **Team Player-** Our production team is a tight-knit group of manufacturing professionals. Everyone works as a team and is willing to help one another, so being an open-minded team player is of utmost importance.
- **Early Bird-** Start up of our facility has a number of pre-operational steps which must be completed before production begins. Ability to **reliably** be on-site for early shifts starting between 5 and 6 am is essential.
- **Desire to Learn-** We strive to foster an environment of growth and improvement. Ideal candidates will have a strong desire to learn and cross-train in various departments. We seek to promote individuals who take on greatest responsibility and show strong initiative to learn/contribute.

Requirements and Experience:

- Must be legally eligible to work in Canada and be minimum 18 years of age
- Ability to lift to 50lbs
- Able to communicate effectively with teammates and leadership
- Ability to work with minimal supervision and in a team environment
- Ability to maintain excellent attendance
- Positive attitude and safety focused
- Experience in a food processing or service environment/manufacturing industry is treated with high preference
- Valid forklift license is an asset but not required.
- Advanced computer skills and technology talents
- First aid training/certification is an asset but not required.
- New Crofters employees will undertake initial orientation training and will participate in our trainer/mentoring program.
- **Growth and advancement opportunities also available.**

Please submit your resume to hr@croftersorganic.com indicating your experience and interests

Crofter's Food Ltd. welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.