



**Position: Grinding/Maceration Support-Formulation Department**

**Status: Temporary 6-month contract (with potential to extend)**

**40 hours per week**

St. Francis Herb Farm – we are one of Canada’s leading herbal supplement brands; for over 30 years we have been based in the beautiful Madawaska Valley, Ontario. Our mission is focused on empowering people on their wellness journey through education and the highest quality plant-based products. We are currently seeking to hire a diligent, detail-oriented individual to join our **Formulations team**. If you are interested in being part of our exciting growth journey as we prepare and move to our New Facility, read on!

**The Job:**

Provide operational support to the Formulations team by grinding and tincturing raw materials to semi-finished goods in compliance with all SOP’s and GMP standards.

Responsibilities include the following:

- Assist to operate the following equipment: Retsch SM400XL Grinder, Cyclone collection system, Vincent CP-4 Screw Press, Ertel Filter Machine, Percolator, Green Press, Eden Evaporator and Capsule Filler.
- Assist to macerate herbs as per established formulation recipes.
- Stir herbs in maceration daily as per schedule.
- Clean and sanitize all dirty equipment, drums, and jugs in compliance with corresponding SOP’s.
- Follow company health and safety policy and all related policies. Ensure any health and safety concerns are identified and communicated through the appropriate channels.
- Ensure any maintenance concerns are identified and communicated through the appropriate channels.
- Assistance to other production staff with their tasks during busy periods when required.

**Requirements:**

- High School Diploma or GED equivalent is required
- 1-2 years Manufacturing Experience preferred
- Computer skills: MS Office, Word, Excel, Office 365 (email).
- Ability to work in a collaborative team environment.
- Ability to read, understand and follow instructions and apply information provided in standard operating procedures, MSDS and other documents.
- Understanding of Material Safety Data Sheets, and WHMIS.
- Multi-tasking and flexibility are necessary in this position.
- Required to lift/manipulate heavy items, including herb products, equipment, and machinery. Knowledge of safe lifting practices preferred.
- Physical ability to stand for long periods of time, climb stairs, walk, lift, complete repetitive tasks and move materials.
- Adherence to all safety and GMP protocols, including personal safety equipment.
- Schedule: 7:30 a.m. - 4:00 pm, Monday – Friday as required by operations.

Qualified candidates are invited to email their resume in confidence to [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com) by **July 15, 2021**. We thank all applicants for their interest in exploring employment opportunities with St Francis Herb Farm however only those selected for an interview will be contacted. Applicants may be subject to a background check and must meet the security criteria designated for the position.