



**Position: Material Handler**

**Status: Summer Employment Opportunity**

St. Francis Herb Farm – located in Barry's Bay, Ontario is one of Canada's leading herbal supplement brands with over 30 years of uncompromising quality and service to our valued customers. Our Mission is to empower people on their wellness journey through education and plant medicine. If you are interested in being part of our exciting growth journey in our New Facility, read on!

**Responsibilities/Duties:**

Reporting to the Senior Manager of Packaging and Warehouse, the Material Handler Student responsibilities will include the following:

- Shipping, receiving, and packaging of materials.
- Ensure all customer orders are filled correctly and on a timely basis.
- Pick or package orders as necessary to assist staff
- Apply invoices and shipping slips to orders.
- Load and unload materials from trucks
- Deliver materials to point of use within manufacturing locations.
- Organize warehouse and point of use inventory locations.
- Sort, and appropriately place materials on racks, shelves, or in bins
- Ensure inventory locations are always kept clean and well organized.
- Remove recycling and garbage.
- Other duties as assigned and cross-training provided to support operations.

**Qualifications:**

- Minimum level: successfully completed grade 11.
- 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.
- Knowledge of safe lifting practices
- Understanding of Material Safety Data Sheets, WHMIS
- Physical ability to stand, climb stairs, walk, lift up to 20 kg and move materials
- Read and comply with all quality standards, policies and protocols including protective personal equipment such as protective glasses, lab coats, safety shoes and hair nets

Qualified candidates are invited to email their resume in confidence to [jobs@stfrancisherbfarm.com](mailto:jobs@stfrancisherbfarm.com) by March 24, 2023. We thank all Farm, however, or 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.