



Position: Production Worker Status: Summer Employment Opportunity

St. Francis Herb Farm – one of Canada’s leading herbal supplements brands is a GMP registered organization with over 30 years of uncompromising quality and service to our valued customers is currently seeking to hire a diligent, detail-oriented student or new grad to join our team.

Responsibilities/Duties:

Reporting to the Senior Manager, Packaging & Warehouse, the Summer Student Production Worker will assist in packaging a variety of finished products adhering all quality protocols and standard operating procedures in compliance to GMP and organic certification.

- Provide production support as directed to inline filling system and capping machine operators and carefully follow standard operating procedures for the quality- controlled packing of finished products which include oils, creams, capsules, liquids and tinctures
- Assist with labeling products and sealing products with heat gun.
- Ensure labels and MPD sheets are correct for accuracy at all times.
- Gather product from inline filling machine and assemble into totes for order distribution
- Perform data entry as instructed to enter product activity into computer ensuring all reporting and documentation is carefully recorded and verified to ensure the highest quality standard throughout the manufacturing process
- Assist in cleaning and sanitation on daily and weekly basis as required in the formulating and packaging areas
- Other duties as assigned and cross-training provided to support operations.

Qualifications:

- Minimum level preferred: 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 and other documentation.
- Knowledge of safe lifting practices, up to 20 kgs
- Understanding of Material Safety Data Sheets, WHMIS
- Read and comply with all quality standards, policies and protocols including protective personal equipment such as protective glasses, lab coats, shoes and hair nets
- Physical ability to stand, climb stairs, walk, lift and move materials
- Ability to accurately enter data into the ERP system for production recording keeping.
- Possess basic computer skills such as MS Office and ability to complete required online training

Qualified candidates are invited to email their resume in confidence to jobs@stfrancisherbfarm.com by [March 24, 2023](#). 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.