



Job Title

Industrial Cleaner | Full-Time | Onsite

About St Francis Herb Farm

We like to say, “you can tell how herb obsessed we are by the grass stains on our genes.”

For more than three decades our family has cultivated the land and nurtured our knowledge to bring the power of the plant to the World. We are herbalists. We are farmers.

Our Certified Organic Farm adheres to strict organic principles to cultivate some of the highest quality herbs used in our plant medicine production.

St. Francis Herb Farm’s site is GMP compliant. This ensures that our products are consistently produced and controlled to the quality standards appropriate for their intended use and as required by the product specifications outlined (and approved) by Health Canada.

Manufactured in Canada’s largest dedicated plant medicine facility, our herbal products can be found on store shelves and in Naturopathic Doctors’ offices across Canada and beyond. We craft liquid and powdered extracts, creams, salves, and syrups to help Canadians on their wellness journey.

About the Industrial Clear Role

The Industrial Cleaner is responsible for the cleaning and sanitation of the entire facility, including the warehouse, offices, bathrooms, kitchen, distribution center, production rooms, and outdoor areas.

Before applying, please review the full job description, which outlines key responsibilities and physical requirements.

Industrial Cleaner Compensation Package

- Hourly rate of \$17.50
- Paid vacation time, personal days, and sick days
- Annual Performance-Based Bonus
- Group Health Benefits

What We Offer

- Product Discounts
- Work Events, including monthly onsite lunches
- Training and Development Support
- Milestone Awards

How to Apply

Qualified candidates are invited to e-mail their application in confidence to jobs@stfrancisherbfarm.com by 4pm on October 14, 2024.

Job Title	Industrial Cleaner
Reports to	Facilities and Maintenance Manager
Direct Reports	No
Over-time Exempt	No
Location	Onsite (Plant)

Job Purpose

The Industrial Cleaner is responsible for cleaning and sanitation of the entire St Francis Herb Farm (SFHF) facility, including warehouse, offices, bathrooms, kitchen, distribution centre, production rooms, and outdoor areas.

Duties and Responsibilities

- Follow schedule for monthly plant cleaning and sanitation for all areas of the facility.
- Operate commercial floor cleaner
- Operate industrial vacuum cleaner to remove scraps, dirt, heavy debris, and other refuse from all floors in the facility.
- Sweep and mop, floors.
- Move equipment, supplies, and office furniture.
- Clean snow and ice from walkways and entrances
- Keep outdoor areas, primarily front door and patio area free of garbage, sweep, shovel and spread salt as needed.
- Use an extension mop to wash ceilings, walls, emergency lights, industrial equipment, ventilation systems, windows, and doors.
- Use a ladder to clean and sanitize surfaces.
- Use a ladder to clean ceiling areas and to remove and clean light fixtures
- Clean and sanitize sinks, toilets, counters, wall fixtures, light switches, door stops, binder holders, fire extinguishers, doorknobs, desks chairs, and filing cabinets.
- Use commercial laundry machines to clean linens and then fold or hang them and distribute them throughout the facility.
- Collect and empty trash cans, recycle bins, and other waste containers.
- Follow pest control protocols and report any signs of infestations.
- Clean macerating containers, barrels, and other items, by hand.
- Advise manager when supplies need re-ordering.
- Receive, unpack, and put away supply orders.
- Ensure all sanitation checklists are filled out and maintained.
- Ensure personal workspace is clean and tidy.
- Observe strict confidentiality regarding customer information, product recipes, company information, and inventory information.
- Comply with SFHF's Manufacturing Practice (GMP) policies, Standard Operating Procedures (SOPs), and Health and Safety policies, at all times.
- Other duties as assigned and cross-training provided to support all operations, as assigned by Manager.

Education and Experience

- Highschool Diploma, GED or equivalent, required.
- Previous experience in industrial or manufacturing facility cleaning, preferred.
- Basic level math skills, required.
- Ability to read, understand and follow instructions and apply information provided in standard operating procedures and other documentation.
- Possess basic computer skills to complete mandatory training, access payroll software, and enter timecards.
- Working knowledge in Microsoft Office applications such as Outlook, Teams, and Excel.

- Working knowledge of SharePoint is an asset.
- Fluent in English (verbal and written proficiency).

Competencies

- Ability to work in a collaborative team environment and independently.
- Effective interpersonal and communication skills.
- Good organizational and time management skills.
- Must be willing to adhere to SFHF health and safety standards, policies, and procedures.
- Must wear appropriate uniform and PPE, as required, such as CSA approved safety boots, work gloves, eye protection, particulate mask, and hearing protection.
- Follow safe chemical handling practices per WHIMIS/GHS
- Demonstrated integrity and accountability in line with organization's Guiding Principles.
- Ability to read, understand and follow instructions and apply information provided in standard operating procedures and other documentation.
- Ability to work independently and in a team setting.
- An interest in learning about natural health and the power of plant medicine.

Work Schedule

- Core Industrial Cleaner Hours: 6:30 AM – 3 PM or 7:30 AM to 4:00 PM, Monday to Friday.
- Schedule may vary based on the needs of the business and may include evening or weekend shifts.
- Must be available on-site at 50 Lane Street, Barry's Bay ON.

Physical Requirements

- Capable of standing for long periods of time.
- Use of computer and peripherals.
- Ability to bend, reach, and stretch throughout the day.
- Ability to physically inspect company products, equipment, and property.
- Specific vision requires include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
- Required to lift and manipulate items up to 50 lb. (22.5 kg).
- Able to operate and move cleaning supplies, gallon chemical containers, brushes and electrical appliances, vacuum, laundry equipment and small tools throughout the plant and office.
- Able to safely use a ladder for tasks requiring work at heights.
- Comfortable working in industrial settings with exposure to noise, dust, and varying temperatures.

Applicant Acknowledgement and Accessibility Information

We know your time is valuable and we appreciate your participation. 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.

St. Francis Herb Farm is happy to provide employment accommodation during the recruitment process. Should you require any accommodations, please indicate this on your application, email jobs@stfrancisherbfarm, or call HR at 343-804-5999, and we will work with you to meet your accessibility needs.