

**Job Title**

Operations Support Associate | Part-Time Casual Contract | Onsite

Please read full job description and “How to Apply” at end of job posting before submitting your application.

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.

Operations Support Associate Compensation Package

- Hourly rate of \$17.50/hr
- 4% vacation pay

What We Offer

- Product Discounts
- Work Social Events including monthly onsite lunches
- Training and Development Support

How to Apply

Qualified candidates are invited to e-mail their application in confidence to jobs@stfrancisherbfarm.com

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, or call HR at 343-804-5999, and we will work with you to meet your accessibility needs.

Job title	Operations Support Associate
Reports to	Senior Manager Packaging and Warehouse/Senior Manager of Customer Experience/Distribution Centre Team Lead
Direct Reports	N/A
Over-time Exempt	No
Location	Onsite (Plant)

Job Purpose

The Operations Support Associate (OSA) position supports various departments and operations at St Francis Herb Farm (SFHF).

The OSA will be cross trained to work as a Packaging Team Member and Distribution Centre Associate.

General Duties and Responsibilities

- Observe strict confidentiality regarding customer information, company information, inventory information, and trade secrets.
- 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.

Packaging Team Member Duties

- Support 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 Master Production Document (MPD) sheets are always correct for accuracy.
- Gather products from an inline filling machine and assemble them into totes for order distribution.
- Assist in daily and weekly cleaning and sanitation as required in the formulating and packaging areas.

Distribution Associate Duties

- Ensure customer orders are shipped on a timely basis.
- Accurately pick and package orders in appropriate shipping containers (boxes) and ensure protection of contents to minimize potential internal damage.
- Insert required advertising materials in shipping boxes.
- Assemble boxes when needed.
- Assist in order processing area as requested by manager.
- Check orders when necessary.

Education and Experience

- Highschool Diploma, GED or equivalent, required.
- Basic level math skills, required.
- 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 and Teams.
- Working knowledge of SharePoint, an asset.
- Fluent in English (verbal and written proficiency), required.

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.
- 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 Plant Hours: 7:30 AM to 4 PM, Monday to Friday.
- As a casual position, there are no guaranteed number of shifts/hours per week.
- Schedule will 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.
- Ability to bend, reach, and stretch throughout the day.
- Use of computer and peripherals.
- Manual dexterity to use equipment, tools, and assemble products.
- Physical ability to stand, climb stairs, walk, lift and move material.
- 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), with larger items being manipulated by two personnel according to safe lifting practices.