



COLDSTREAM
— C L E A R —
DISTILLERY

Material Handler

Truro, Nova Scotia

Expected Start Date: September 2022

Job Summary:

A Material Handler at Coldstream Clear performs many packaging, cleaning and maintenance duties at the facility. Duties will include, but will not be limited to, assisting in the successful packaging of products, following cleaning and maintenance schedule and procedures, cleaning all equipment and packaging, following our inventory management practices, and working with other members of the team to ensure all products that leave the facility are of the highest quality and that the facility is kept clean, functional, and up to standards at all times.

Essential Job Duties and Responsibilities: (Additional duties may be assigned)

- Package products according to schedule and per the Production Manager.
- Always keep Facility clean and functional.
- Follow Cleaning & Maintenance Schedules and consult supervisor about cleaning needs and perform all required cleanings to the appropriate standard.
- Follow inventory procedures for all raw materials, chemicals, packaged product, small parts, packaging, supplies etc. and report deficiencies to supervisor.
- Report all issues to supervisor as they develop.
- Follow all policies and procedures and follow current developments in local, provincial, and federal laws applicable to the alcohol, safe food handling, health standards etc.
- Complete all necessary paperwork accurately and on time.

Education and Experience:

- High school diploma or GED required.
- 1-5 Years warehouse experience required

- Certification to ride forklift truck preferred
- Must be able to work well in a team
- Ability to follow instructions, and work independently with little guidance
- Ability to stand or walk for extended periods of time; ability to bend and to lift heavy materials

Requirements:

- Ability to work a flexible schedule: Monday- Friday days starting at 8:00AM, with possibility of some weekends/evenings. Must arrive 5-15 minutes before shift start time.
- Must have own vehicle, valid Driver's License, current insurance coverage and clean driving record.

Knowledge, Skills, and Abilities:

- Strong communication skills to interact with vendors, and coworkers in a professional manner
- Understanding & Ability to learn processes
- Ability to follow detailed instructions and procedures.
- Possess the ability to multi-task and manage circumstances associated with a fast paced and evolving work environment.
- Knowledge of supplies, equipment, and inventory.
- Ability to work both independently as well as in a team environment.
- Knowledge of organizational structure, workflow, and operating procedures.
- Good understanding of quality assurance/quality control

Physical and Mental Requirements:

- Ability to stand for extended periods of time, walk, talk, hear, use hands to grasp, handle or feel, push, pull, reach, crouch, kneel, crawl or bend, and perform repetitive motions of the hands and/or wrists.
- Ability to frequently lift and/or move up to 55 pounds.
- High mental and visual attention required for planning difficult work methods and sequences to obtain size, shape, or physical qualities of product. AND/OR extremely close visual attention such as making delicate adjustments to control high speed operations to exercise very precise muscular control.

Environmental Conditions:

While performing the duties of this position, the worker is exposed to inside environmental conditions, heat & hot surfaces, potential for physical injury, exposure to hot fluids, pressurized vessels and transfer lines, strong odors, chemicals, and moving machinery. The noise level in the work environment is moderate to loud most of the time.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Additional Info: Reports to Operations Manager. Wage dependant on experience. To apply, email an up-to-date resume to liam@coldstreamclear.com & a brief explanation on why you would be a good fit for the role.