



JOB DESCRIPTION

Job Title: Operations Labourer	Version Date: 2018
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Division: Sylvite Agri-Services	Location: Norwich, Putnam and Silverhill	Page 1 of 2
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This position reports to the Operations Manager or Branch Manager for the relevant facility.

JOB RESPONSIBILITIES:

FUNCTION

- Responsible for supporting the operations of the branch/terminal in receiving, handling and shipping crop input products

SITE OPERATIONS

- Adhere to all health, safety and environmental regulations
- Maintain professionalism and a customer service attitude towards customers or truck drivers when delivering or picking up products at the branch
- Assist in receiving trucks, (or railcars and vessels where applicable) of fertilizer, seed, chemicals or other products as required
- Package fertilizer or other dry products (as applicable)
- Assist operators for blending and loading of outbound trucks
- Load packaged products with a forklift as requested
- Make deliveries when requested
- Perform routine clean up and maintenance of the site
- Perform other duties as assigned by the supervisor

COMPANY KNOWLEDGE AND MUTUAL SUPPORT

- Become knowledgeable about all Sylvite divisions and the products and services they provide to customers
- Demonstrate adherence to ISO standards and other best practices
- Documentation of all processes and tasks for which a function is responsible
- Demonstrate a high degree of service to and in collaboration with other business units
- Provide support to other department members maintaining a sense of team
- Provide positive feedback to others when possible; coach others for success
- Recommend opportunities for improvement of processes and systems as a result of the function performed or based on observations
- Recommend opportunities for reducing costs

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KEY PERSONAL ATTRIBUTES REQUIRED FOR THE POSITION:

Hard working and takes direction
Learns quickly
Ability to foster a teamwork environment
Excellent verbal and written communication skills
Decision-making and problem-solving skills
Customer service orientation

EDUCATION, EXPERIENCE and/or TRAINING REQUIREMENTS:

WHMIS Training
Forklift certificate preferred

WORKING CONDITIONS:

(unusual level of condition – measured according to duration, intensity and frequency)

Physical Effort (physical activity - lifting, carrying, physical motion)	Significant physical activity, repetitive and regular lifting up to 25kg
Physical Environment (temperature, noise, other environmental or hazardous conditions)	Outdoors with some exposure to chemicals and dust. Can include significant exposure with suitable PPE
Sensory Attention (effect of the job on one or more of the senses)	Normal
Mental Stress (social disruption, increased anxiety/stress)	Normal