



Packaging Operator

Position: Packaging Operator
Reporting to: Packaging Shift Lead
Based at: Buffalo Creek Mills, Altona, MB

Buffalo Creek Mills is an oat processing facility located one mile north of Altona, Manitoba. As a company, we take pride in making a positive impact on our local and global communities by providing quality food-safe oat products.

Our company values individuals who take initiative to create a positive work environment, embrace teamwork and want to grow together with the company. Buffalo Creek Mills is successful because of the hard-working, passionate, and authentic people who work here. If this speaks to you and the values that you hold, a career at Buffalo Creek Mills may be right for you.

Job Purpose:

The responsibility of the Packaging Operator is to continuously operate the packaging equipment and fulfill work orders as outlined by the Packaging Shift Lead. This role will complete a variety of tasks including operation, monitoring, and testing of the equipment, as well as documentation, minor maintenance, and housekeeping that is needed to meet packaging requirements.

Key Responsibilities:

- Responsible to follow the daily work orders and instructions as outlined by the Packaging Shift Lead.
- Responsible to perform bagging and toting tasks, including the operation of the bag filler, air table, and forklift.
- Responsible to ensure the correct pallets and slip sheets are stocked on the palletizer.
- Responsible to monitor the metal detector rejects, ensuring that they are removed from the packaging line.
- Responsible to ensure the assigned orders are completed correctly and on time.
- Responsible to take samples of the product.
- Responsible to ensure pallets are moved from the packaging line into the designated location in the warehouse.
- Responsible to perform minor maintenance which includes troubleshooting, diagnosing, and general repairs of packaging equipment.
- Responsible to complete traceability and inspection documentation.
- Responsible to maintain a clean and organized work environment by sweeping, cleaning up excess product, and general cleanup throughout the packaging area.
- Responsible to comply with all Health & Safety, Food Safety, and Human Resource policies and procedures.
- Other duties as assigned by the Packaging Shift Lead.

Preferred Characteristics:

- Ability to take initiative and problem solve.
- Ability to operate a forklift.
- General mechanical knowledge, and the ability to troubleshoot.
- Experience working in packaging operations.

- Experience in a food safe environment.

Minimum Qualifications:

- Ability to work independently as well as in a team environment.
- Ability to take direction.
- Valid driver's license.

Employment:

- Full time, Monday to Saturday, 7:00am to 7:00pm or 7:00pm to 7:00am.
- Start date of July 11, 2022.

Salary and Benefits:

- Wage is based on the Level 1 category of the remuneration policy.
- Competitive benefits package is required.
- Group retirement savings plan is available.

