



Job Overview			
<b>Title:</b>	Processing and Packaging Technician	<b>Job Category:</b>	Temporary
<b>Department/Group:</b>	Operations	<b>Job Code/ Req#:</b>	N/A
<b>Location:</b>	St. Thomas, Ontario	<b>Travel Required:</b>	None
<b>Level/Salary Range:</b>	Entry Level - \$18/hour	<b>Reports To:</b>	Head of Cultivation
<b>Reporting Staff:</b>	No		
Roles and Responsibilities			
<ul style="list-style-type: none"> <li>Responsible for processing various product(s) derived from the marijuana plant, including but not limited to flower, concentrates and extracts, pre-rolls, edibles, and topicals.</li> <li>Perform packaging function for various products. This includes placing products into corresponding package, inserting hydration packs, operating labeling machine and attaching excise stickers.</li> <li>Assure all cannabis products are free from contamination risk at all processing stages right from propagation to final packaging</li> <li>Collaborates with Production Supervisor in daily processing and packaging tasks, job training and review of staff work schedule and performance</li> <li>Comply with SOPs for packaging, processing and quality assurance along with Health Canada's Cannabis Regulations.</li> <li>Other duties as assigned by Head of Cultivation.</li> </ul>			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> <li>High School Diploma or GED equivalent</li> <li>Previous Health Canada Security Clearance and work experience with a Canadian Licensed Producer (LP) is considered as an asset</li> <li>Machine operator experience is considered an asset</li> <li>No criminal record and/or ability to operate in a highly regulated market as outlined by Health Canada Regulations</li> <li>Physical ability and health necessary to perform manual labor tasks required for the proper management of facility (light housekeeping work).</li> <li>Ability to multi-task, attention to detail, teamwork, professionalism, accountability, and proactive skills and behavior.</li> </ul>			
Preferred Skills			
<ul style="list-style-type: none"> <li>Works well alone and in a team environment</li> <li>Good communication and documentation skills</li> <li>Always maintain professional and friendly attitude</li> </ul>			
Additional Notes			
<ul style="list-style-type: none"> <li>Must have reliable transportation to production facility.</li> <li>Minimum 18-years of age.</li> </ul>			

- Working Hours: Monday – Friday, 8 am – 5 pm, must be willing to work weekends and holidays
- Work Location: 150 Burwell Road, St. Thomas, Ontario

Last Updated By:	Frank Skerlj	Date:	2020-08-31
Reviewed By:	Ranjit Padda	Date:	2020-08-31
Approved By:	A. Giorgi	Date:	2020-08-31

To Apply: please email your resume with the Job ID in the subject line to:  
[jobs@employmentserviceselgin.ca](mailto:jobs@employmentserviceselgin.ca)