

Job Identification

Job Title:	General Labourer
Divisions:	Bailey West Inc.
Department:	Operations
Reports to:	Lead Hand – Rollforming, Shipping or Slitting

Job Purpose Summary

The Labourer position's main responsibility is to ensure the uninterrupted throughput of material within Bailey West. This is a position that contributes significantly to the overall production of Bailey West by helping Machine Operators increase production. If the processes are not operating effectively and efficiently, it may result in loss of production or distribution of products thereby impacting customer satisfaction. This will have a significant impact on Bailey West's business and profit.

Responsibilities and Accountabilities

The responsibilities and accountabilities of the position include, but are not limited to, the following:

- Ensure compliance with Plant and Legislated safety guidelines
- Report in a timely manner any safety non-conformances
- Perform Daily Forklift / Machine Inspections as required
- Perform all tasks in a safe manner, using good judgement
- Report quality concerns or non-conformances immediately to Lead Hand
- Precut Dunnage according to spec for packaging needs
- Ensure the Empty Carts are properly utilized for packaging purposes
- Pack the lifts on each line according to Bailey West standards
- Supply empty carts to lines so that production does not get interrupted
- Ensure all the lifts have proper labels on them
- Coordinate the movement of goods with the Utility / Machine Operator personnel
- Gather products, strap into bundles, place bundles onto wagon and apply product identification
- Assist with Plant and Yard housekeeping
- Work as a Team Member in all situations, filling in as required when there are manpower shortages
- Regularly perform quality inspections regarding product, packaging and quantity
- Complete any work and provide any other assistance as requested by the Lead Hands / Production Supervisor / Plant Manager

Qualifications

- High school graduate
- Proficient in speaking and writing English
- Possessing a valid lift truck training certification is a requirement
- Knowledge and experience with tools such as measuring tape, cutting shears, and strapping machine
- Personal attributes include ethical, open-minded, observant, and tenacious
- Quick learner, Team Player who takes initiative and is capable of meeting deadlines

Working Conditions

- Able to work in a fast-paced plant and warehouse environment
- Able to work in a team environment
- Perform tasks in multi-temperature environment/conditions
- Able to work overtime as required
- Meet all safety requirements
- Work as a Team Member in all situations
- Must be able to complete correctly with a high quality standard and in a timely manner, all work assigned
- Able to work rotating shifts
- Able to lift products weighing up to 50lbs