JOB DESCRIPTION

| **Title** | HARVEST SHARE FOOD PROCESSOR | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Harvest Share Food Processor (HSFP) is responsible for preparing/preserving fruits and vegetables, recruiting and organizing volunteers, and documenting the work. In addition, the HSFP notifies volunteers of safety protocols and procedures as they relate to the tasks and to the Provincial Health Authority COVID Guidelines.

The Harvest Share Program presents an opportunity for individuals to build relationships with local farmers/gardeners, volunteers, and with the community.

**Duties and Responsibilities**

* Work cooperatively with [Organization Name] staff.
* Collect and submit data/reports.
* Secure space and maintain/clean equipment.
* Distribute waste to farmers for feed or compost.
* Advertise, distribute/sell processed goods.
* Recruit/coordinate/train/supervise volunteers (students).
* Keep an eye on fruit and vegetable preparation machines and make adjustments to the controls for equipment such as boilers, ovens, fryers, and cookers.
* Program kitchen equipment to operate in accordance with company and recipe specifications, and make adjustments to cooking temperature and time.
* Respond to any alarms or equipment failures, and use the shut-off switch as needed.
* Load raw ingredients into the cooking equipment and measure out the amount required according to corporate recipes and industry standards.
* When assembling ingredients and starting a fresh batch of products, follow documented instructions and recipes from the manufacturer.
* Remove the final product from the production line and move batches to the next stage of the packaging process.
* Examine the size, shape, and luster of each fruit and vegetable to ensure that it fulfills the company's quality criteria.
* At the end of each shift, sanitize all materials and machinery parts and clean the workspace at the worker station in accordance with business cleanliness standards.
* Instructs canning/processing workshops.
* Understand and follow Work Safe [INSERT PROVINCE] and COVID-19 Safety Protocols.
* Perform other duties as assigned.

**Core Competencies**

* Strong communication skills, both verbally and in writing.
* Possesses good organization and time management skills.
* Demonstrates initiative and makes appropriate decisions, as necessary.

**Qualifications**

* Completion of a high school diploma or GED program.
* Possesses efficient computer skills.
* Knowledgeable about food prep and preserving
* Valid Criminal Record Check, Driver’s License, and Food Safe Certificate are required.
* Understanding of Food Safe Practices with ability to follow and oversee safety policies and procedures.

**Working Conditions**

* The standard work hours for this position is XXX for XX weeks or more. The standard business hours for this position is [insert core hours].
* Additional hours outside the standard work schedule may be required
* High degree of standing may be required.
* Work starts on [INSERT START DATE] and ends on [INSERT END DATE].