

# HIRING EVENT

@ CFN

Bring your resume.  
Quick screening by  
hiring representatives



Meat Cutters with Knife Skills, Sanitation Crew, Packing Crew, Shipping Crew, Food Safety QA Techs, Fabrication Floor Supervisors, Occupational Nurse, HR Assistant  
(must have reliable transportation as the plant is not accessible to public transport)

**No registration needed.**

Interviews are on first come, first served basis

**January 21, Saturday, 10:00 am - 3:00 pm**

**January 27, Friday, 1:00 pm – 4:00 pm**

*\*Entrance through  
Pacific Place Mall by  
T&T Supermarket*



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**1010, 999 36 Street NE  
Calgary, Alberta T2A 7X6  
403-539-3325**

**Position: Sanitation Crew**

Department: Sanitation

Immediate Supervisor: Sanitation Manager

**Job Summary:**

The Sanitation Crew is responsible for cleaning and sanitizing production and packaging equipment.

**Duties and Responsibilities:**

- Clean beef production equipment, roof, fans, ceilings, walls and floors using specific procedures as directed;
- Dry and Wet cleaning of food contact surfaces, equipment and building structure;
- Perform all responsibilities following established GMP, Food Safety, and Health and Safety policies and procedures;
- Keep accurate records of cleaning performed
- Inspect areas requiring attention
- Keep Area Leader/Supervisor informed of any unsanitary practices that may be occurring in the plant
- Other duties as assigned

**Qualifications:**

- High school diploma / GED equivalent
- Must be able to listen, and follow directions
- Must be able to communicate in Basic English, both verbal and written
- Must follow all safety procedures and guidelines
- Willing to work irregular and/or rotating shifts
- Regular, dependable attendance is an essential function of this position
- Experience in a food processing plant or any related industry is an advantage.
- Must have reliable transportation as the plant is not accessible to public transport

## **Production Workers include the following positions:**

- Skilled meat cutters (fabrication and harvest)
- Packers
- Shippers
- Barn workers
- Clean up and sanitation

## **Position: Fabrication Supervisor**

Department: Fabrication

Immediate Supervisor: Fabrication Superintendent

### **Job Summary:**

The fabrication boning table supervisor is responsible for meeting the daily production schedule, managing time and attendance of hourly associates, meeting Harmony Beef's product specifications, and ensure that hourly employees adhere to Harmony Beef's safety policies and procedures.

### **Duties and Responsibilities:**

- Coach, motivate, and train hourly employees to ensure they develop the skill set to get each of their jobs completed in an effective and efficient manner.
- Understand the fabrication production schedule by attending daily production meetings with the fabrication superintendent.
- Effectively communicate action plan for day's production schedule with hourly employees.
- Ensure all product performed on table or breaking chain (if applicable) is done according to Harmony Beef Product Specifications and time studies.
- Perform daily safety meetings with hourly employees to ensure proper safety training.
- Ensure time and attendance is completed in an efficient manner so that hourly employees get paid accurately and on time.

### **Main Qualifications:**

- Minimum of 5 Years of Skilled Knife Experience
- Minimum of 3 Years of Beef Fabrication Experience
- Comprehensive knowledge of beef product specifications
- Great communication skills
- Ability to lead people through action and education
- Open to learning new skills and improve existing skillset.
- GED Completion or Equivalent
- Must have reliable transportation as the plant is not accessible to public transport

## **Position: Fabrication Pack-Off Supervisor**

Department: Fabrication

Immediate Supervisor: Fabrication Superintendent

### **Job Summary:**

The fabrication pack-off supervisor is responsible for meeting the daily production schedule, managing time and attendance of hourly associates, meeting Harmony Beef's packaging specifications, and ensure that hourly employees adhere to Harmony Beef's safety policies and procedures.

### **Duties and Responsibilities:**

- Coach, motivate, and train hourly employees to ensure they develop the proper skillset in order to complete their job in an effective and efficient manner.
- Attend the daily production meetings with the fabrication superintendent.
- Effectively communicate and implement the action plan for day's production schedule with hourly employees.
- Ensure all product is packaged according Harmony Beef's Product Specifications, including but not limited to ensuring accurate piece counts and bag sizing.
- Perform daily safety meetings with hourly employees to ensure proper safety training.
- Ensure time and attendance is completed in an efficient manner so that hourly employees get paid accurately and on time.

### **Main Qualifications:**

- Minimum of 3 Years of Beef Fabrication Experience
- Comprehensive knowledge of beef packaging specifications
- Great communication skills
- Good organization skills needed to maintain dry goods inventories
- Strong Leadership Skills
- Open to learning new skills and improve existing skillset.
- GED Completion or Equivalent
- Previous supervisory experience preferred
- Must have reliable transportation as the plant is not accessible to public transport

## **Position: Food Safety Supervisor**

Department: Technical Services

Immediate Supervisor: Food Safety Manager

### **Job Summary:**

The Food Safety Supervisor at Harmony Beef is in charge of ensuring all food safety monitoring systems are performed in an accurate and efficient manner while maintaining the integrity of Harmony Beef's HACCP documentation. This position also works with the Harmony Beef Operations team in order to produce the most food safe product possible.

### **Duties and Responsibilities:**

- Responsible for managing and training of Food Safety Team.
- Works closely with CFIA team to ensure all regulatory requirements are met in regards to food safety.
- Ensure product meets all food safety requirements for Harmony Beef's customers.
- Implement best food safety practices in the plant to optimize a positive impact on food safety.
- Review and update on a regular basis, the HACCP plan, pre-requisite program, and other policies related to food safety.
- Implement and monitor corrective actions in response to CFIA, auditors, customers or any general internal findings.
- Conduct periodic verification on the implementation of food safety policies and procedures.
- Develop, implement, and train Harmony Beef production employees on Food Safety SOPs.
- Maintain complete Food Safety documentation for all HACCP and pre-requisite programs.
- Ensure all relative samples are being collected, documented, and submitted properly as provisioned in the Harmony Beef HACCP plan.
- Review and analyze pathogen/micro results.
- Report any deficiencies related to Food Safety to the Management Team.
- Other duties as assigned

**Main Qualifications:**

- Bachelor's Degree in Biological/Animal Science
- 2-5 years of experience in protein related industries
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent communication skills (written and oral)
- Passion and ability to learn new food safety programs (i.e. BRC and SQF)
- Ability to work weekends or extended hours to satisfy the demand of the job as necessary.
- Strong work ethic
- Strong Organizational skills
- Attention to Detail
- Must have reliable transportation as the plant is not accessible to public transport

**Additional "Bonus" Qualifications:**

- Any beef product quality (specification) experience
- Any experience working in a beef production facility
- Management experience
- HACCP Certification

## **Position: FSQA Technician**

Department: Technical Services

Immediate Supervisor: Food Safety Supervisor

### **Job Summary:**

The FSQA technician will be responsible for accurate and timely HACCP and Pre-requisite monitoring, verification and product sampling for microbiological testing. Ensure any non-compliance practices or products are reported and appropriate corrective actions are implemented.

### **Duties and Responsibilities:**

- Responsible for monitoring and verification of HACCP, Pre-requisite, other Food Safety and Quality programs.
- Responsible for Pre-Operational inspections, collects environmental samples for microbiological analysis.
- Verifies label compliance and packaging tare weights.
- Collects samples from finished food products for microbiological and chemical analysis.
- Monitors processing control procedures; Investigates food safety incidences and help in documenting and implementing corrective actions.
- Conduct production employees training on HACCP, other Food Safety or Quality programs.
- Collects and organizes monitoring records and analytical test results.
- Maintain excellent organization of our paper records, assist in locating and retrieving documents during audits.
- Prepare forms and records for the Food Safety and Quality Assurance teams, and provide additional paper work as required.
- Ensure that management is aware of any and all documented HACCP deviations.
- Perform other tasks that may be assigned from time to time.

**Qualifications:**

- Minimum of 1 year in Food Safety/Quality Assurance activities within a food processing industry preferably in meat plant.
- Proficient in MS Office and Suite
- Detail-oriented
- Able to collaborate with CFIA, Production, Sanitation and maintenance teams to ensure food safety is not compromised.
- High School Diploma and Post-Secondary Education
- Strong organizational skills
- Excellent written and oral communication skills
- Able to work on early mornings, evenings and weekends
- Experience with HACCP.
- Must have reliable transportation as the plant is not accessible to public transport

**Additional “Bonus” Qualifications:**

- Any beef product quality (specification) experience
- Any experience working in a beef production facility
- HACCP Certification



## **Position: Harvest Floor Offal & Packaging Supervisor**

Department: Harvest Floor

Immediate Supervisor: Harvest Floor Superintendent

### **Job Summary:**

The harvest floor offal & packaging supervisor is responsible for meeting the daily production schedule, managing time and attendance of hourly associates, meeting Harmony Beef's Offal and Packaging specifications, and ensure that hourly employees adhere to Harmony Beef's safety policies and procedures.

### **Duties and Responsibilities:**

- Coach, motivate, and train hourly employees to ensure they develop the proper skillset in order to complete their job in an effective and efficient manner.
- Attend the daily production meetings with the harvest floor superintendent.
- Effectively communicate and implement the action plan for day's production schedule with hourly employees.
- Ensure all product is packaged according Harmony Beef's Product Specifications, including but not limited to ensuring accurate piece counts and bag sizing.
- Ensure all offal product is performed according to Harmony Beef's Product Specifications.
- Utilizing dry ice and refrigeration, ensure that all products are packaged to ensure the highest standard of food safety, maintaining appropriate temperatures.
- Perform daily safety meetings with hourly employees to ensure proper safety training.
- Ensure time and attendance is completed in an efficient manner so that hourly employees get paid accurately and on time.

### **Main Qualifications:**

- Minimum of 3 Years of Beef Offal & Offal Packaging Experience
- Comprehensive knowledge of beef offal specifications and packaging requirements.
- Great communication skills
- Good organization skills needed to maintain dry goods inventories
- Strong Leadership Skills
- Open to learning new skills and improve existing skillset.
- GED Completion or Equivalent
- Previous supervisory experience preferred.
- Must have reliable transportation as the plant is not accessible to public transport

## **Position: HR Assistant**

Department: Human Resources

Immediate Supervisor: Human Resources Manager

### **Job Summary:**

The HR Assistant is involved with all programs and services of Human Resources Department. The role is responsible for employee recruitment, payroll, benefits administration and records management.

### **Duties and Responsibilities:**

- Post job ads and organize resumes and job applications
- Schedule job interviews and assist in the interview process
- Prepare new employee files
- Orient new employees to the organization
- Process both weekly and bi-weekly payroll
- Answer payroll questions
- Facilitate resolutions to any payroll errors
- Conduct benefit enrollment process
- Serve as a point person to new employees
- Maintain current HR files
- Update and maintain employee benefits, employment status and similar records
- Prepare on-boarding documents
- Conduct company orientation for new hires; administer the induction process for new employees.
- Perform file audits to ensure that all required employee documentation is collected and maintained

### **The successful candidate will possess the following:**

- Human Resources Certificate, preferably a Bachelor's degree in Human Resources
- 3-5 years of experience in Human Resources
- Working knowledge of payroll software/systems
- Proficiency in Microsoft Office (Word, Excel and PowerPoint)
- Exemplary interpersonal skills
- Must be able to communicate clearly, both written and orally.
- Knowledge of employment standards and human rights legislation
- Must have reliable transportation as the plant is not accessible to public transport