



2931 19th Avenue, Markham, On, L6C 1L7, 905-887-8954
www.wethefresh.ca

Job Description: HR and Safety Supervisor

As this job is seasonal, hours will shift season to season. Decreased hours between November – March (weekdays), increased hours between April – October (4 days a week and Saturday).
of days per week and # of hours per week flexible.

About Top Tomato Foods

Top Tomato Foods is one of Ontario's largest growers, packagers and distributors of Ontario's best quality produce. Family owned and operated, Top Tomato Foods carries the same traditional values its founders started with over 50 years ago. Our core produce line includes cauliflower, cabbage and broccoli. Additionally, we also grow many other fruits and vegetables which are sold through our 19th Avenue Farmers Market.

Summary of Job Description

The primary responsibility of this job will be in overseeing and managing the following areas

- Health & safety program for the company
 - Company Policies
 - Training
 - First Aid
- Food safety programs (Food Traceability & Canada GAP)
 - Data Entry
 - Document reviews
 - Support agronomist
 - Manage Food Safety daily prep and audit
- Human Resources of all staff (SAWP and Local Staff)
 - Training
 - HR File management
 - Payroll Support
 - Contract labor set up and review
 - Assistance in driving SAWP employees to medical appointments
- Additional duties will include, filing, supporting other administrative staff and management.

Primary Responsibilities

1. Manage food safety program (data entry, forms, compliance, filing of documents, completing audit report, audit prep)
2. Manage and facilitate onsite food safety audit
3. Develop and Set Up training for all employees each season for wholesale and farmers market.
4. Manage health and safety responsibilities (first aid training, supplies, MSDS sheets, WHMIS, etc)
5. Weekly data entry and reporting for food traceability
6. Employee HR assistance – assist in managing weekly payroll responsibilities, from compliance, agreements, employee files, employee set up and departure set up. Driving SAWP to and from medical appointments.
7. Weekly filing
8. Weekly office maintenance
9. Overall support to other office staff when required
10. Facilitate food safety improvements with Technology Company and onsite.
11. Research new opportunities for improvements or programs that can assist us for further enhancements.

Knowledge and Skill Requirements

1. Computer skills (Word, Excel, Outlook, Data Entry)
2. Self-Learner
3. Basic understanding of Spanish an asset
4. Organized
5. Work well under pressure and changing priorities
6. Flexible
7. Team player
8. Strong communication skills
9. Open to feedback/criticism
10. Self-Motivated

Compensation

Hourly \$15.00

Contact Details

If interested in the role, please send an email to nancy@toptomatofoods.ca
Please note only individuals who will be selected for an interview will be contacted. Thank you.

