

# GENERAL LABOUR

## THE JOB

The General Labourer is responsible for the efficient equipment operations necessary in processing all work orders to ensure that orders meet delivery schedules and are of appropriate quantity and dimension.

## DUTIES & RESPONSIBILITIES

- Ensure that correct species, dimensions, quality of product are prepared for cutting by referring to work order.
- Assist with stacking and bundling of product for outbound shipments.
- Wear personal protective equipment as required.
- Comply with Health and Safety rules, policies and procedures of the company and the Occupational Health and Safety Act (OHS) particularly the “Duties of Workers” as stated in Section 28.
- Perform housekeeping activities as required.
- Report issues with equipment or unsafe conditions.
- Loads boards in consecutive sequence onto feed conveyor that conveys boards through machine planning operation.
- Use tools and machinery when needed.
- Operates machine in a safe manner by following safety rules and operational procedures.
- Adjusts machine for cutting depth and feed rate according to thickness and species of product to be planed.
- Follow instructions from supervisors to perform tasks.
- Cleaning up worksites from debris.
- Handling and transporting materials.
- Perform compulsory overtime as necessary and in accordance with legislative requirements.
- Participate in training as required.
- Other duties as required.

## KNOWLEDGE & SKILLS REQUIRED

- High school equivalent
- 3-6 months previous experience
- Ability to operate a machine
- Ability to read and follow directions
- Good verbal and written skills
- Strong initiative and follow-up skills
- Strong team player

## THE COMPANY

Weston Forest originated as a family business in 1953. Today we are a vital, dynamic organization, repeatedly recognized by Deloitte as one of *Canada's Best Managed Companies*, recipient of the *Canadian Business Excellence Awards for Private Businesses*, and winner of *Waterstone Canada's Most Admired Corporate Cultures Award*. Weston Forest is certified as a Great Place to Work®!

Our culture is one of personal growth, continuous improvement, and opportunity. It is vibrant, informal, and inclusive. We live by our brand promise: "YOU'LL LOVE DOING BUSINESS WITH US".

### Our Core Values:

- o Entrepreneurial organization committed to continuous improvement
- o We do what we say
- o Inspiring personal and professional growth
- o Your success is our success
- o More than just a place to work
- o Results matter, but people matter more

**Weston Forest is committed to an inclusive, barrier-free recruitment process and work environment. Please advise Human Resources of any accommodations that are required. Any information regarding accommodation will be treated as confidential.**

