

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

Currently, we are looking to fill the following vacancy:

Food Production Worker

Permanent position (22-35 hours per week)

Hourly wage: \$26.53 - \$33.16.

Reporting to the Agri-Food Manager, the Food Production Worker will primarily be responsible creating and maintaining a food safe environment within the Ontario Agri-Food Venture Centre and assisting food entrepreneur clients with preparing, producing, packaging, and storing food items.

Essential Duties:

- Providing clients with exceptional customer service independently and as part of a team.
- Supporting client food production, testing, packaging and storage needs.
- Cleaning and performing equipment maintenance.
- Maintaining records on an on-going basis, relevant to internal standards as well as various food safety programs as required by clients.
- Reaching overhead to assemble and clean equipment, lifting objects 35-40lbs to chest-height, and may require standing for long periods of time, and working in rooms at various temperatures including cold.

Qualifications & skills:

- At minimum, you have a high school diploma (OSSD), post-secondary training in Food Technology or Food Science is preferred.
- Certified Safe Food Handling Course required before starting.
- Must be able to work in a fast-paced environment with constant change
- Experience working within a HACCP, GMP, SQF, GFSI, BRC, SFCA, GAP, or GMP food safety environment is an asset.
- One year of experience in a related position or other positions requiring customer service, food production or preparation, and document management.
- Experience at a multi-national food service franchise is an asset, though not required.
- Strong working knowledge of Microsoft Office Suite.
- Strong verbal and written communication and interpersonal skills.
- Strong work ethic, positive team attitude, and reliable memory for processes.
- Dependability and availability to work shifts on a variable schedule.
- Access to a reliable vehicle.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional

development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- **Comprehensive Health Plans:** We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- **Competitive Compensation:** We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- **Livable Communities:** Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- **Learning and Development:** Professional development is at the heart of our success, providing opportunities for growth and excellence.
- **Retirement Savings:** We offer the exceptional Ontario Municipal Employee's Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- **Employee and Family Assistance Plan:** Our wellness program includes health support and assistance to ensure your well-being.
- **Work-Life Balance:** We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.docx) or Adobe (.pdf)).

The successful candidate will also be required to submit a satisfactory criminal background check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

We invite you to submit your application **by 4:30pm on Thursday, January 30, 2025**, to:

Human Resources
County of Northumberland
555 Courthouse Road
Cobourg, ON K9A 5J6
Email: hr@northumberland.ca
Fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.