

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following vacancy:

### **Food Processing**

Temporary, part-time position (approx. 9 month contract)

Reporting to the Agri-Food Manager, the Food Processing position will primarily be responsible for preparing, producing, packaging, and storing client food items, while creating a food safe environment within the Ontario Agri-Food Venture Centre.

#### **Essential Duties:**

- Providing clients with exceptional customer service.
- Supporting client testing, production, packaging and storage needs.
- Performing cleaning and equipment maintenance.
- Maintaining records on an on-going basis in order to meet the national standard for health and safety within a food processing environment.

#### **Qualifications & skills:**

- At minimum, you have a high school diploma (OSSD).
- Certified Food Safety Handling Course would be an asset.
- One year of experience in a related position or other positions requiring customer service, general administration, and document management.
- Working knowledge of Microsoft Office Suite.
- Strong verbal communication and interpersonal skills.
- Strong work ethic and positive team attitude.

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.

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

Please indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, June 21<sup>st</sup>, 2019** to:

Human Resources  
County of Northumberland  
555 Courthouse Road  
Cobourg, ON K9A 5J6  
**Email: [hr@northumberlandcounty.ca](mailto:hr@northumberlandcounty.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@northumberlandcounty.ca](mailto:accessibility@northumberlandcounty.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.