



Position Description For

Bottle Depot Production Worker

Reports To: Bottle Depot Manager

General Description:

Production Workers help keep the Depot well maintained, the product moving efficiently, and support quality customer service.

Core Areas of Responsibilities Include:

Customer Service

- Be friendly and pleasant to customers, (greet/smile/thank)
- Help customers to bring their bottles in from their vehicles

Health and Safety

- Tell someone when there is a hazard or danger
- Keep all walkways and exits clear and free of clutter
- Use protective equipment – ear protection/steel toed footwear/aprons/gloves
- Lift and bend correctly according to the task
- Handle hazardous products as directed on labels
- Take breaks as directed
- Follow emergency response procedures
- Report all injuries that occur at work
- Work safely, help keep the Depot a safe workplace for others

Maintenance of Exterior Depot Areas

- Keep outside areas clean and tidy in summer -sweep as needed, pick up garbage in the yard
- Weekly, in summer, weed and water the plants around the Depot
- Push water to outside drain

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Position Description for Bottle Depot Production Worker Continued...

- Keep outside areas clean and tidy in winter -shovel snow and use ice melt for front entry as required
- Clean windows and doors as needed
- Returns carts to storage area as required -report carts in need of repair

Interior Depot Tasks

- Clean washrooms if necessary
- Sweep, mop floors in loading bay
- Clean windows and doors as needed
- Clean blue, black and grey bins as required
- Remove bags full of plastic from bins and take to designated area
- Empty garbage's when necessary
- Report equipment in need of repair, supplies as they run low
- Pull, hang, and stack totes
- Remove cardboard when necessary
- Replace box flats and beer trays

Operations

- Support co-workers (helps when needed)
- Participate in Customer Appreciation Draws

General Employee Responsibilities

- Arrive at work on time and be ready to work
- Give proper notice for absences – personal appointments, illness
- Make holiday request to Depot Manager in advance
- Wear Bottle Depot uniform correctly, always look presentable
- Talk with others in a positive, respectful manner
- Be a good team member, support others on the team
- Respect confidentiality by understanding and following ASC Policy
- Ask questions when not sure how to perform a task
- Be open to and willingly participate in any changes within the Depot
- Be willing to learn and try new tasks/ways

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