

FINDING

Work at ...

Informing
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RED HAT
CO-OPERATIVE LTD.

Company Background

Since 1966, Red Hat Co-operative Ltd. has supplied greenhouse produce to wholesalers and grocery retailers throughout Canada and parts of the US. Approximately 45 greenhouses throughout southeast Alberta supply Red Hat Co-op with Long English Cucumbers, Mini Cucumbers, Beefsteak Tomatoes, Tomatoes on the Vine, Cocktail Tomatoes, and Sweet Bell Peppers.

There are 15 permanent full time employees. Approximately 120 seasonal employees work from March to November of each year. To learn more about Red Hat Co-operative, visit www.redhatco-op.com.



Types & Nature of Work

There are several different entry-level positions available within Red Hat Co-operative Ltd. Advancement to higher-level jobs such as supervisor positions is based on good work ethic and experience.

1. Production Line Worker

- Seasonal position responsible for transporting raw materials, finished products and packaging materials.
- Feeding and unloading processing machines, checking products and packaging for quality.

2. Shipper / Receiver

- Receiving product from greenhouses as well as supplies used by growers in greenhouse operations.
- Loading packaged vegetables on semi trailers.
- Operating a forklift to stack and move crates of produce.

3. Production Line Supervisor

- Responsible for staff training, scheduling, and organizing staff positions.
- Ensuring that Grading Line equipment is serviced, sanitized and that work areas are kept neat & clean.
- Ensuring product quality control by routinely checking product and completing appropriate documents as required.

4. Administration Staff

- Accounting positions include payroll, month end reports, year-end reports, and working with Operations Manager to calculate budget numbers.
- Clerical positions provide various office duties including preparing for monthly board meetings, annual general meetings, and filing.
- Sales and marketing positions interact with clientele, liaise with member growers and co-ordinate the shipping of product to market.

5. Maintenance Person

- Responsible for logging all maintenance done on each machine.
- Responsible for maintaining equipment, coolers, air filtration equipment, forklifts, conveyors and the building.





Ideal Candidate Qualifications

Ideal candidate qualifications include:

- Must be a minimum of 16 years of age.
- Must be physically fit and able to lift, bend, twist and stand for long periods of time.
- Transportation or ability to get to and from work.
- A positive and constructive attitude is important.
- Safety tickets are required for some positions.
- A combination of education, training and work experience in a related field may be considered for some positions (i.e. administration staff).
- A forklift ticket is required for operating forklifts and can be obtained through company training.

Training Opportunities

Training opportunities are dependant upon the position. Orientation and some on-the-job training are available with all positions.

Occupational Health & Safety training and food safety training is provided.

Forklift training is provided for positions in shipping and receiving.

Hours, Pay, Benefits

Employment is generally full time. However, some part-time positions may be available. Some positions are year round. Most positions are seasonal from March until November of each year.

Hours of operation are regular business hours from 8:00 am to 4:30 pm. Hours may vary depending on the amount of work to complete. Shifts can include weekends and holidays. Regular overtime is available.

A benefits package is available to all full time workers. No probation period is required to be eligible.

How to Apply

Individuals interested in employment with the Red Hat Co-operative may apply in person. A company application form is available at their office. Applicants are asked to bring a resume with them.



For seasonal entry-level positions, applications are taken at the beginning of February and throughout the year until November. Those applying for these entry-level positions will be contacted. The hiring process includes an informal interview and reference checks.

Those applying for administrative positions that may come available are also asked to apply at the company office. The hiring process includes a review of applications, conducting interviews, reference checking, and selecting the candidate with the required administrative skills.

When applying, applicants are asked to indicate if they would like their application passed along to member greenhouse operations.

Contact Information

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