



## Facility & Equipment Manager

### Position Description

The Facility & Equipment Manager creates a safe, healthy environment at our SF1 facility so that the team can operate at optimal performance and effectiveness. The duties for this role are carried out during normal business hours, but on-call for emergencies is also required.

Key Support Person – Operations Lead

The primary responsibilities of this position are:

#### Infrastructure 100%

- Maintain all building infrastructure, utilities and equipment – including generators, heating system, production equipment, sprinklers, elevators, drains, alarm systems, compressors etc.
- Research and bring proposals for maintenance, replacement, repair of equipment to leadership for approval
- Troubleshoot any issues that come up at any time including after hours
- Coordinate all contractors for equipment maintenance and repair, snow removal, lawn maintenance, waste removal (including sharps, biohazardous material etc.), cleaning, pest control etc.
- Support IT in implementing and maintaining building and equipment security system and programs
- Purchases all building maintenance supplies according to Resource Management Policy
- Ensure optimal environmental health and safety of the facility at all times
- Complete safety inspections and safety orientations, hold monthly safety huddles and record minutes; record, investigate and coordinate solutions for safety incidents
- Manage building security including maintaining records, issuing access cards and keys, maintaining locks etc.
- Assist R&D and production teams with processes as needed
- Support on-going development and implementation of resource management programs to measure and optimize energy efficiency and sustainability

#### Human Dynamics

- Uses values as a decision-making tool
- Embodies company purpose, values and cultural commitments



- Builds healthy and prosperous relationships within team, company and with external partners

#### Ecosystem

- Contributes to the implementation of approved business systems and processes across the ecosystem

To be a fit for this role you must:

- Experience with manufacturing equipment and industrial building maintenance
- Occupational Health & Safety experience
- Excellent mechanical skills and experience and very "hands-on" capable of light repairs and maintenance
- Passionate about troubleshooting issues that arise and willing to roll up sleeves and solve
- Willing to be on call as required 24/7 to respond to occasional issues (power outages, facility alarm failure, etc.)
- Experience in maintaining laboratory and food or food ingredient production equipment in a GMP environment would be an asset
- Be self-responsible and passionate about keeping equipment and facilities working in optimal working order to support the team and business
- Be passionate about being part of a purpose led business that prioritizes the health of people and planet

Our Ecosystem values the diversity of the people it hires and serves. Equity and inclusivity in our Ecosystem means fostering a workplace in which individual differences are recognized, respected and valued. We welcome applications from all qualified candidates.

To apply please email [careers@smallfood.com](mailto:careers@smallfood.com).