

About 60 North:

60 North Seafoods is a fishermen owned, quality first, service oriented family business located in Cordova, Alaska. 2018 was our first year of operation in the original Prime Select Seafoods plant on Jim Poor Ave. Our mission is to be the change in the seafood industry by offering the highest quality product from the moment it leaves the ocean and enters our family fishing boats. All our staff is selected for the skill and care with which they handle the seafood we process. Processors are a key part of meeting our mission for delivery of a premium product to customers all over the world. Therefore, we are excited to have you interested in joining our team! Below you will find some helpful details about our facility and the property we will call home during the 2019 salmon season. Thank you.

Please review the following and complete the attached job application. Upon successful hire, we will need copies of identification from the lists in the I9 attached at the bottom of this message. Thank you again for your interest in employment with our company.

Sincerely,
Alexis

Work Environment:

The processing plant consists of food processing machines, filleters, vac-pac, strappers, hoppers, forklifts, moving objects as well as other automated food processing equipment. Noise level is high with running machinery. Protective ear-wear is required and supplied by the Company. There is a constant running of water throughout the plants; the floors are wet and slippery. Employees are required to purchase and wear rubber non-skid boots and appropriate rain gear. Employees that work on the dock are subject to adverse weather conditions will need full rain gear.

Employees that work in or around the freezers are exposed to sub-zero temperatures. Protective freezer clothing is issued on a borrow basis. Added warm clothing is recommended that the employee will supply. Employees are subject to standing on their feet for long periods of time, up to 18 hours a day. Work is physically demanding and repetitive. There is no guarantee of hours. If there is no fish to process, employees will not work. If there is no work, employees will not earn income.

Job Duties:

All employees are responsible for keeping accurate record of hours worked using the company time clock. It is also the responsibility of the employee to immediately notify management of omissions or errors in time keeping in need of correction. Paychecks will be issued from the time records as submitted by employees.

60 North Pay Periods run from the 1st -15th and the 16th – the end of each month. Pay Dates are twice per month. Pay dates that fall on a Sunday will be observed on the Monday immediately following.

Seafood Processor

- Handle, butcher, clean, gut, fillet, portion, cut, wash and separate fish for packing, freezing, boxing, and grading. Clean and pack fish eggs.
- Feed product onto table and other food manufacturing equipment
- Mark and label containers, container tags, or product, using marking tools
- Prepare fish for consumer use for grocery stores, restaurants, and wholesalers
- Measure, weigh, package, sort, debone, chop, and count product
- Examine and inspect product, containers, boxes, totes, and buckets in order to ensure that packing specifications are met
- Record product, packaging and order information on specified forms.
- Remove completed or defective products, placing them in specified designated areas
- Seal boxes, totes, or buckets using strappers or tapers

Driver/Dock/Forklift

- Performing tasks as directed by the manager
- General inventory tasks.
- Operation of forklift in confined areas.
- Outbound packaging preparation and manifests
- Sorting and recording inbound inventory and order verification
- Monitoring fresh and frozen seafood inventory and reporting
- Repeatedly lift up to 70 lbs.
- Loading and unloading of shipping containers
- Communication with inventory control personnel
- Health and Safety awareness
- Ability to multitask.

- Maintain a clean and orderly work environment
- Pickup and deliver freight/cargo to and from local businesses.
- Maintain delivery log and paperwork in an orderly manner.
- Effectively communicate with office personnel
- Keep vehicles clean inside and out.
- Drives vehicle in a safe manner at all times, always wearing a safety belt.
- Must perform daily vehicle inspection
- Follow all safety regulations and precautions.

Requirements of the Job:

- Must be 18 years of age.
- Must have valid documentation that verifies identity and employment authorization to work in the United States.
- Ability to pass a TSA screening test (for shipping security reasons).
- Speak and understand English (for safety reasons).
- Possess a current Driver's License and ability to provide driving record upon request
- Have knowledge or ability to acquire knowledge of the seafood processing industry
- Ability to lift and/or move up to 70# boxes.

What to wear when working in the plant:

Because the temperature in the processing plants is controlled and cold, employees are advised to dress warmly with multiple layers of clothing as well as a hat. Baseball and stocking caps are acceptable. Hats that contain any loose or hanging parts are not allowed. Hairnets and beard nets are required. With the damp environment and the handling of wet fish, the company will supply employees with water-proof aprons, gloves, and sleeves, as appropriate. Jewelry, watches, rings; (unless a band without stones) earrings, necklaces, as well as face, eyebrow, lip, tongue, and other body jewelry are not allowed. Warm breathable socks are recommended.

Housing:

Sleeping quarters are available and assigned to employees in need. Bunkhouses are similar to dormitories. The rooms sleep up to 4 people, but we will try to maintain 2 per room. Each person will get his or her own bed and a locker for personal belongings. Bathrooms are also shared; there is not an individual bathroom for each room. They are on the same floor as the rooms. Toilet paper and paper towels are supplied, but employees must bring their own toiletries and bath towels. Employees are given room keys so they can secure personal items. There is no guarantee that roommates will work the same shift, but it is taken into consideration when assigning rooms. Housing is coed, but individual rooms are not. Males and females cannot stay or live together. There is a monthly charge for housing during the season, which is deducted from payroll checks. Sheets and blankets will be provided however; many employees like to bring their own pillow, sheets, and/or blanket.

Meals and breaks:

60° North Seafoods provides a kitchen facility for use by bunkhouse residents. Breakfast, lunch, and dinner are on your own. Cordova has 3 grocery stores within 1 mile that are reasonably priced. No food can be taken beyond the mess hall/kitchen area. All food and drink must be consumed in the kitchen/mess hall. Mess halls offer a sanitation station for employees to sanitize hands before handling food. 60° North will make all efforts to provide a regular mug-ups during peak season with coffee, tea, water and snacks. All employees will be given break times periodically throughout their shift. Meal periods are recorded as an unpaid break. Employees are welcome to utilize the kitchen facilities during meal times and break and are responsible for cleaning up after themselves.

Pay:

Entry-level positions will start at \$10.00 - \$12.00 per hour for regular time hours and \$15.00 - \$18.00 for OT. Alaska state law OT rules mandate overtime is paid for hours worked over 8 in one day and over 40 hours per week. Other positions offered may have more responsibility and pay slightly more, which will be determined on a case-by-case basis. 60° North Seafoods supports the Equal Pay Act which requires men and women be given equal pay for equal work.

What to bring with you from home:

We recommend you pack your personal belongings in either a suitcase or duffle bag. Bring no more than 2 suitcases or duffle bags. Additional bags will cost you extra depending on the weight. If they are extra heavy, the airlines will charge you more. Work is performed in a factory environment, so we recommend you bring casual warm clothes such as:

- Jeans/pants
- Sweatshirts and sweatpants

- Sweaters and short sleeve shirts if we have some warm days
- Thermal underwear
- Socks (bring more than you will need, it is always a pleasure to change into clean dry socks when on your feet for many hours)
- Undergarments
- Personal items like medication, aspirin, Band-Aids, over the counter medicines, and vitamins. Be sure to pack enough medication for the duration of your stay
- Toiletries like toothpaste, toothbrush, floss, deodorant, personal feminine items, curling iron, hair products, face cream, shampoo/conditioner, razors or electric shavers along with charger, finger nail clippers, hairbands to tie back hair, and other personal items you would pack as if you were going on a long trip
- A shower caddy to bring toiletries to and from the bathroom
- Waterproof flip flops for the shower
- Laptop and cell phone – Please note not all of our Alaska locations offer services to use electronic devices...check with the plant that you will be hired at.
- Coat, gloves, scarfs, stocking hats, baseball caps, and other outerwear that will keep you warm and dry. The weather in Alaska is unpredictable
- Ear plugs and a sleep mask if you prefer very dark and quiet rooms
- Pillow and extra blanket or sleeping bag
- Small amount of cash for purchasing personal items and grocery or other products as needed
- Ready to eat snacks
- Comfortable durable shoes
- Rubber boots
- Envelopes, writing paper, and stamps for those who wish to correspond via traditional mail

Prohibited Items:

- Weapons including knives, all types of firearms (real or replicas), sling shots, or any object that may be viewed as a weapon
- All types of illegal drugs including marijuana
- Alcohol and Tobacco

Possession of firearms, fireworks, explosives or weapons of any kind and replicas or facsimiles thereof is prohibited on property. Possession of banned items on company property (including company bunkhouse and Mess Hall) is prohibited and is grounds for immediate dismissal. The sale of any such items on company property or during work time is strictly prohibited and will result in immediate termination and possible prosecution.

Proper etiquette in food processing areas – code of practice for food hygiene:

Because we handle food, food safety is a high priority. We cannot allow our employees to:

- Spit on the floor of any area where food is handled. This includes the entire processing area like warehouse, dock, mess hall, bathrooms, freezers, staging areas, bunkhouses, sidewalks, stairs, and walking paths to and from the processing plant
- Chewing gum or have other items in the mouth such as throat lozenges, candy, food, and tongue or mouth jewelry
- Wearing of nail polish or acrylic nails is prohibited
- You must be properly groomed, nails trimmed and clean. Body cleanliness with frequent showers are required; you will be dismissed to shower if body odors are detected
- Outer clothing must be clean and free of extreme wear
- Mouth and teeth maintained with frequent cleaning
- Nose and ear hair groomed without excess growth
- 60° North Seafoods is a Smoke Free workplace. As such there is no smoking on company property.

Employee Responsibilities:

We expect our employees to be professional and responsible displaying respect and admiration for the Community, the Company and fellow employees. We expect you to be honest, fair, kind, and hold your level of integrity and excellence to a high standard. We want you to be proud of yourself and proud to be a 60° North employee that produces superior seafood. We want you to be stewards of the oceans and land, preserving, protecting, and caring of it.

Each Regular employee with Full Availability is allowed space for one 50# box in the freezer, which must be clearly labeled with employee name. Additionally, employees are eligible for up to \$50 of custom processing of personal product.

Employers Responsibilities:

We will offer you a safe place to work, opportunity to work and meet friends. Appreciation for a job well-done, tactful discipline, and fair treatment. We treat our employees with the respect and honor with the diversity they hold. We too will be stewards of the environment and continue our process of growth and development without depleting our natural resources.

Seasons our Plant Operates: Mid-May through Mid-September to Early October

Zero Tolerance:

60° North Seafoods strictly prohibits the use, making, sale, purchase, transfer, distribution, consumption, or possession of drugs or alcohol on company property. To this end, the company reserves the right to conduct searches for drugs or alcohol, including, but not limited to, searches of lockers, filing cabinets, desks, packages, bunkhouses, luggage, clothing, on person, and other personal items or storage areas which are on company property or in a company facility or vehicle. Any drugs or alcohol found as a result of such a search will be confiscated and the police and Human Resources will be notified. Employee or user of the object searched will be subject to disciplinary action, up to and including termination of employment.