



Sitka, Alaska

4400 Sawmill Creek Rd. Sitka, Alaska 99835

Phone: 907.747.7996 Fax: 907.747.7997

Job Description: CRAB PROCESSOR

This job requires working constantly with hands, some heavy lifting, and standing for long periods of time. Employee must work quickly in order to meet production deadlines and shall have the ability to understand and follow instructions and safety rules. The work environment can be very wet, and cold.

Reports To: Production Supervisor

Pay: Hourly rate; Minimum wage, depends on experience

General Qualifications

- Must be available to work from early/mid-March to early/mid-April
- Must be at least 18 years of age
- Must have valid proof of authorization to work in the United States.
- Must be able to understand and speak basic English.
- Must be able to perform repetitive work, stand, bend, twist and constantly work with your hands.
- Must be able to work very long hours (up to 12-18 hours a day, 6-7 days a week) in cold, wet and humid conditions.
- Must be able to lift heavy objects (up to 50 lbs.) and carry materials from one point to another.
- Must be able to work well in close proximity with others.

Job Functions

Employee may be assigned to any tasks as needed. Tasks may include but not be limited to:

- Picking crab and placing in totes;
- Butchering, cleaning, and rinsing crab;
- Sorting crab clusters and grading;
- Arranging/packing crab clusters in steel baskets, up to 40 lbs;
- Weighing packed steel baskets;
- Placing packed steel baskets on conveyor belts;
- Piling packed baskets prior to cooking process;
- Placing the crab baskets in the cooker;
- Placing crab baskets in the chiller;
- Moving the crab baskets from the chiller to the brine tank;
- Monitoring temperature of cooker, chiller and brine tank;
- Glazing crabs;
- Boxing and packing crabs in cardboard boxes;
- Labeling boxes;
- Making boxes;
- Placing boxes on pallets;
- Moving pallets to container vans;
- Hosing down production line;
- Cleaning and disposing crab parts;
- Other tasks as needed.

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Phone: 907.747.7996 Fax: 907.747.7997

Job Description: HERRING PROCESSOR

This job requires working constantly with hands, some heavy lifting, and standing for long periods of time. Employee must work quickly in order to meet production deadlines and shall have the ability to understand and follow instructions and safety rules. The work environment can be very wet, and cold.

Reports To: Production Supervisor

Pay: Hourly rate; Minimum wage, depends on experience

General Qualifications

- Must be available to work from early/mid-March to early/mid-April
- Must be at least 18 years of age
- Must have valid proof of authorization to work in the United States.
- Must be able to understand and speak basic English.
- Must be able to perform repetitive work, stand, bend, twist and constantly work with your hands.
- Must be able to work very long hours (up to 12-18 hours a day, 6-7 days a week) in cold, wet and humid conditions.
- Must be able to lift heavy objects (up to 50 lbs.) and carry materials from one point to another.
- Must be able to work well in close proximity with others.

Job Functions

Employee may be assigned to any tasks as needed. Tasks may include but not be limited to:

- Panning fish
- Grading fish
- Work in Freezer
- Roe basket gathering; must be able to carry 50 lbs.
- Roe weighing and tally
- Roe case-up
- Fish case-up
- Work out doors on the loading dock.
- Labeling boxes;
- Making boxes;
- Placing boxes on pallets;
- Moving pallets to container vans;
- Hosing down production line;
- Cleaning and disposing Herring parts;
- Other tasks as needed.

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Application for Employment



It is the policy of Silver Bay Seafoods to provide equal opportunity with regard to all terms and conditions of employment. Silver Bay Seafoods complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, disability, veteran status, age or any other protected characteristic.

NAME: (First, Middle, Last) _____

HOME ADDRESS:
(Number, Street, Apartment/Unit No.) _____

CITY, STATE, ZIPCODE: _____

MAILING ADDRESS:
 Check here if same as home address _____

HOME PHONE NUMBER: _____ **CELL PHONE NUMBER:** _____
(Include area code)

POSITION APPLIED FOR: _____

PLANT LOCATION: _____ **Would you accept full-time work?** YES NO

On what date would you be available for work? _____ **Would you accept Part-time work?** YES NO

Have you ever been employed by Silver Bay Seafoods before? YES NO **If YES, indicate dates employed and plant location:** _____

Do you have a legal right to be employed in the US? YES NO **If YES, proof is required when hired.** **If you are under 18, can you provide a work permit if required?** YES NO

EDUCATIONAL BACKGROUND

High School – NAME AND LOCATION: _____

Did you graduate? YES NO Diploma GED

College – NAME AND LOCATION: _____

Did you graduate? YES NO **Degree or Diploma, Course of Study:** _____

Graduate School – NAME AND LOCATION: _____

Did you graduate? YES NO **Degree or Diploma, Course of Study:** _____

Vocational – NAME AND LOCATION: _____

Did you graduate? YES NO **Degree or Diploma, Course of Study:** _____

Continuing Education: _____

PREVIOUS EMPLOYERS AND ADDRESSES

Place an X by the employer(s) you do not want us to contact. List the most recent employer first. Attach another sheet if necessary.

1. Company Name: _____ Phone: () _____
 Contact Name: _____ Employed From (month/year): _____
Address: _____ Employed To (month/year): _____
Duties: _____ Last Wage: _____
Reason for leaving: _____

2. Company Name: _____ Phone: () _____
 Contact Name: _____ Employed From (month/year): _____
Address: _____ Employed To (month/year): _____
Duties: _____ Last Wage: _____
Reason for leaving: _____

3. Company Name: _____ Phone: () _____
 Contact Name: _____ Employed From (month/year): _____
Address: _____ Employed To (month/year): _____
Duties: _____ Last Wage: _____
Reason for leaving: _____

Have you been convicted of a felony within the past 7 years? A conviction record will not necessarily bar you from employment. Encircle one: NO YES
If yes, please explain:

Military Service Record

Branch _____ Rank: _____ Discharge date: _____
Duties: _____

Specialized Skills

List any specialized skills and certifications you have acquired from employment or other experiences including military service:

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.
Employment with Silver Bay Seafoods is voluntary and is subject to termination by the employee or Silver Bay Seafoods at will, with or without cause, and with or without notice, at any time. Nothing in Silver Bay Seafoods' policies or directives shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Silver Bay Seafoods' employees. Employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President or the Board of Directors, whichever is applicable.
I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing information about me.

I acknowledge that I have read this authorization and release, fully understand it, and fully and voluntarily agree to its provisions.

Applicant's Signature _____ Date _____