

Job Description

Sanitation Room Lead

SUMMARY

Assist with the implementation and supervision of sanitation in a designated room, for Reichel Foods, Inc., to achieve plant and regulatory sanitation goals. Ensure that sanitation employees follow compliance with regulatory standards and company policies and procedures for facility cleanliness. Assist with providing training for team members related to sanitation and employee safety. Provide suggestions to improve food safety and sanitation. Contribute towards a positive, team-oriented, goal-driven and efficient work environment designed to build morale, reduce turnover and ensure employee safety. If absent, the Sanitation Lead and or other trained employee will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Know and understand cleaning procedures and application of all cleaning and sanitizing chemicals.
2. Understand the operational controls of production lines and other equipment scheduled to be cleaned.
3. Be proficient in carrying out all primary responsibilities of a Sanitation Level 1 employee.
4. Ensure compliance with USDA and FDA standards related to cleaning and sanitizing equipment in food processing facility with supervisor's guidance.
5. **Personal Protective Equipment (PPE) Required:** ear plugs, hairnet, disposable apron, disposable sleeves, chemical resistant gloves, clean smock, assigned footwear, disposable pants, chemical splash goggles (employee responsible if lost \$14.00), face shield and other PPE as assigned
6. Comply with GMPs (QA0183WI Good Manufacturing Practices).
7. Ensure department compliance with company GMP Employee Hygiene Program, Safety Programs, Sanitation Department policies and procedures, and company policies.
8. Assist with completion of Master Sanitation Schedule, Daily Room Checklists and any other paperwork assigned as required.
9. Take corrective action for microbial and environmental swab results to ensure improvement and compliance with standards as directed by Sanitation Supervisor and/or QA personnel.
10. Provide training for employees on chemical hazards, required PPE for the job, sanitation job duties and any other training deemed necessary.
11. Interact with QA, maintenance and operations to ensure clear communication and effective teamwork.
12. Support company food safety, quality and continuous improvement efforts through the implementation of the Safe Quality Food (SQF) System.
13. Perform miscellaneous duties as assigned.
14. Maintains a safe work environment for all personnel.
15. Lead the sanitation team members in designated room to efficiently and effectively clean and sanitize all food contact and non-food contact equipment and food processing areas for timely production start by providing ongoing engagement, coaching, training and verification.

4/6/2021

16. Must be able to do physically demanding work with some lifting, up to 50 lbs. May need to use pallet jacks, dollies or forklifts to move materials or equipment. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of five hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.

OTHER RESPONSIBILITIES

1. Work effectively with others, both within and outside the department.
2. Vary work hours as needed (minimal variation). Schedule breaks around workload.
3. Follow safety rules, conduct rules, and other regulations; set an example for other employees to follow.
4. Able and willing to do new or different tasks as required.
5. Take care of and properly maintain the equipment used in this position (as appropriate).

EQUIPMENT/MACHINERY USED

Air-assisted foam/sanitize equipment, dip / particulate depositors, packaging, filling, sealing and conveying equipment, flumes, slicers, tumblers, steam generators, pallet jacks, forklifts, barrel dollies, automated sole scrubbers, automated sole sanitizers, cleaning utensils, hand-held tools, cardboard compactors, trash compactors, aerial platform lifts, other equipment as assigned.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity, able to push and pull, as well as bend and stoop. This position requires the employees to work with a wide range of hazardous chemicals. Employee will be working with wet and dry soils. This is a fast-paced team-oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. This position requires the manual disassembly of conveyors, dip/particulate depositors, piping and other equipment as needed. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. May be required to work an occasional Saturday and/or Sunday as needed.

JOB REQUIREMENTS

English literacy, written and oral communication skills, math aptitude, organization and time management.

TRAINING REQUIREMENTS

Lockout Tagout Program (LOTO), Reichel Sanitation Training Checklist (ST0033FO), Comprehensive Orientation/SQF Orientation, New Sanitation Employee Training (ST0021FO), Employee Right to Know/GHS/Bloodborne Pathogens/AWAIR, Hazard Communication, Food Defense, Chemical Safety, Allergen Control, FDA SSOP, SQF, Hearing Conservation, Fire Safety, Forklift Awareness, Foreign Material Control, GMP, Waste Management & Disposal, SSOP's, Pest Control, other trainings as assigned.

4/6/2021

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Muhammad A. Fram
Employee Printed Name

[Handwritten Signature]
Employee Signature

4-6-21
Date

[Handwritten Signature]
Supervisor Signature