

Job Description Sanitation Employee Level 1

SUMMARY

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble and reassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-ups will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Understand and follow all Sanitation Standard Operating Procedures (SSOP's) and other cleaning procedures as well as application of all cleaning and sanitizing chemicals.
2. **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.
3. Understand the operational controls of production lines and other equipment scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials.
5. Employee works closely with other operators to attain daily production goals.
6. Must be able to do physically demanding work with some lifting, up to 50 lbs. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
7. Comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and any other company or outside regulatory policies.
8. Maintain legible and accurate records for daily sanitation activities and chemical concentrations.
9. Knowledge and understanding of how to test chemical concentrations and use basic multiplication/addition/subtraction/division to figure out the correct concentrations and to achieve the desired mix ratio when mixing chemicals.
10. Must retain knowledge of all cleaning procedures necessary to the position.
11. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.
12. Attend all department and plant meetings as well as complete all requested trainings and testing.
13. Dismantle, clean, reassemble and inspect particulate depositors, dip depositors, flume equipment, line packaging, filling, conveying and sealing equipment, etc.
14. Use approved cleaning equipment, such as squeegees, brushes, portable foamers, etc. to ensure accurate cleaning of the equipment being cleaned.
15. *Perform miscellaneous duties as assigned.*

11/3/2022

PHSICAL 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.

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, other trainings as assigned.

JOB REQUIREMENTS

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

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, other equipment as assigned.

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.

<u>Jessica Koob</u> Employee Printed Name	<u>Jessica Koob</u> Employee Signature	<u>11/3/22</u> Date
<u>[Signature]</u> Supervisor Signature		