

Job Description Break Room/Office Area Sanitation Employee

SUMMARY

Responsible for maintaining cleanliness of staff amenity and office areas during production hours. Employees will keep the bathrooms, offices, breakrooms, halls, lobbies, kitchens, locker rooms and PPE areas clean and stocked. Includes cleaning of outside property as assigned. At the Supervisors' request, employees may be assigned to other sanitation tasks as needed. If absent, another trained employee will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment (PPE) Required:** Disposable apron, disposable sleeves, chemical resistant gloves, uniform, assigned footwear and chemical splash goggles (if lost, employee is responsible, \$14.00)
2. Must complete safety training associated with any chemicals and equipment used in this position. Must follow all PPE requirements necessary for job tasks and know how to use Safety Data Sheets (SDS) information as needed when working with hazardous chemicals.
3. May need to do light janitorial work and other cleaning as needed at other Reichel Foods owned facilities.
4. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 4 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
5. Must comply with regulatory as well as company food safety, employee hygiene, quality, and employee safety rules and policies.
6. Maintain cleanliness of assigned areas.
7. Maintain legible and accurate records for daily sanitation activities and chemical concentrations. Daily to do List, Daily Staff Amenities Checklist (ST0020FO), Master Sanitation Schedule (ST0002FO), etc.)
8. Understand and follow all Sanitation Standard Operating Procedures (SSOPs) and other cleaning procedures as well as application of all cleaning and sanitizing chemicals associated with position.

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. Position involves working with wet and dry soils, liquid and solid hazardous chemicals. Employee may be required to work an occasional Saturday and/or Sunday as needed.

9/21/2023

JOB REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

Brooms, dust pans, mops, vacuums, carpet cleaners, chemical spray bottles, hand pump sprayers, hand-held cleaning tools, other equipment as assigned.

TRAINING REQUIREMENTS

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, Pest Control, Daily Staff Amenities Work Instruction (ST0019WI), Waste Management & Disposal (ST0006WI), other trainings 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.

Maria Guadalupe Lirano Maria Guadalupe Lirano 9/21/23
Employee Printed Name Employee Signature Date

[Signature]
Supervisor Signature