

9/16/2024

Job Description North Plant Production/Sanitation

SUMMARY

Responsible for the daily sanitation of production and non-production areas during operations. Personnel work with hazardous chemicals, hand tools, waste, and various other cleaning utensils and supplies. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Clean all restrooms, break rooms, production areas, warehouses, and offices.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks. Must understand how to use SDS information when needed. If goggles are needed employee is responsible to pay \$14.00 if lost.
3. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.
4. Must retain knowledge of all cleaning procedures necessary to the position.
5. Fill out all necessary paperwork. Including Hormel Master Sanitation Schedule ST0007FO.
6. Maintain cleaning supplies and may perform weekly inventory using ST0013FO Hormel Sanitation Inventory Form.
7. Order cleaning supplies as assigned.
8. Stock other supplies for production as assigned.
9. Understand the operational controls of equipment scheduled to be cleaned and equipment used in the sanitation process
10. 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
11. Maintain legible and accurate records for daily sanitation activities and chemical concentrations.
12. Assist in keeping parking lot and grounds clean.
13. Assist with production tasks when sanitation responsibilities are completed.
14. Sanitize line production equipment at shift end to get things ready for next shift.
15. Perform miscellaneous duties as assigned.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for extended periods of time. You will also be working in temperatures less than 50 degrees Fahrenheit when inside, and winter conditions or summer heat when doing outside responsibilities. Some repetitive arm and hand movement and lifting of up to 50 lbs. 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 hazardous chemicals. Employee will be working with wet and dry soils. This is a fast-paced collaborative environment. May be required to work an occasional Saturday and/or Sunday as needed.

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JOB REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

Air-assisted foam/sanitize equipment, utility knives, cardboard baler, trash compactor, chemical spray bottles, hand tools, cleaning utensils, waste trollies, pallet jacks, two-wheel dollies and other equipment as assigned.

TRAINING REQUIREMENTS

Comprehensive Orientation/SQF Orientation, Sanitation Training Checklist ST0034FO, Employee Right to Know/GHS/Bloodborne Pathogens/AWAIR, Hazard Communication, Food Defense, SQF, Hearing Conservation, Fire Safety, Forklift Awareness, Foreign Material Control, GMP, Waste Management & Disposal, SSOP's, 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.

Atong Door

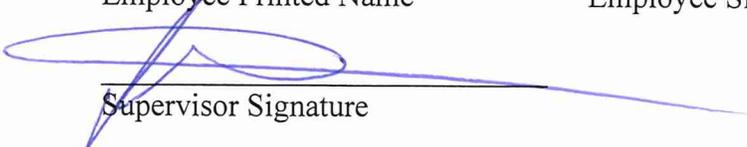
Employee Printed Name



Employee Signature

09-16-24

Date


Supervisor Signature