

## **Job Description**

### **Hallway / Warehouse Sanitation - Production Employee**

#### **SUMMARY**

Responsible for the upkeep of non-production areas during production hours. Employees keep the floor clear of debris and keep the floors dry using squeegees, including removal of garbage and cardboard. Removing all refuse to the outside compactor and bailing all cardboard generated during their shift. At their supervisor's request they may use low pressure water hoses and or various cleaning chemicals and sanitizers, if they have undergone all necessary training to do so. Includes cleaning of welfare areas and outside property as assigned. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

#### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment (PPE) Required:** ear plugs, hairnet, disposable apron, disposable sleeves, disposable gloves and assigned footwear.
2. 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. Will use a pallet jack to remove pallets of cardboard and totes of waste.
3. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
4. Floor squeegees and waste shovels will be used to remove liquids and or product from floor areas. Squeegees should be used in a pulling motion whenever possible with the head not leaving the floor whenever possible. Squeegees and shovels should be carried with the bottoms as low to the floor as possible and should be stored in a sanitizer bath when not in use.
5. When touching squeegees, items from the floor, shovels, waste receptacles or anything considered dirty or contaminated, you will need to change your gloves and sanitize your hands before touching any clean plant surfaces.
6. Operation of industrial cardboard and waste compactors.

#### **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. Employee will use a pallet jack to push/pull up to 2000 lbs. This position requires the employees to work in an environment with hazardous chemicals present. Employee will be working with wet and dry soils. This is a fast-paced team-oriented environment. May be required to work an occasional Saturday and/or Sunday as needed.

#### **TRAINING REQUIREMENTS**

Comprehensive Orientation/SQF Orientation, New Sanitation Employee Training (ST0021FO), Employee Right to Know/GHS/Bloodborne Pathogens, AWAIR, Hazard Communication, Food Defense, Allergen Control, SQF, Hearing Conservation, Fire Safety, Forklift Awareness, GMP,

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Waste Management & Disposal, Production Sanitor Training, PTR Cardboard Baler (ST0027W1), other trainings as assigned.

**EQUIPMENT/MACHINERY USED**

Floor squeegees, shovels, cardboard and trash compactors, pallet jacks, 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.

Brazil Noel  
Employee Printed Name

\_\_\_\_\_  
Employee Signature

12-31-25  
Date

[Signature]  
Supervisor Signature