

## **Job Description**

### **Sanitation Room Lead**

#### **SUMMARY**

Assist with the implementation and supervision of sanitation in a designated room, for Reichel Foods, Inc., to allow for successful on time production start up. 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, orderly work environment designed to build morale, reduce turnover and ensure employee safety. If absent, the Sanitation Supervisor or designees will 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. Must follow all Personal Protective Equipment (PPE) requirements necessary for job tasks (if goggles are needed employee is responsible if lost \$14.00).
6. Comply with GMPs (QA0183 WI 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 SQF System.
13. Other 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.

#### **OTHER RESPONSIBILITIES**

1. Work effectively with others, both within and outside the department.

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2. Vary work hours as needed (minimal variation). Schedule breaks around work load.
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**

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip/particulate depositors, box tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, cleaning utensils, aerial platform lifts and any other equipment necessary.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

This position may include working in a manufacturing environment which could involve standing and walking for long periods of time, working in temperatures less than 50 degrees Fahrenheit, lifting of up to 50lbs., and pushing/pulling of up to 2000 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**JOB REQUIREMENTS**

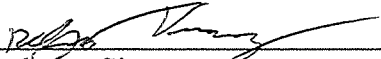
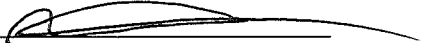
English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

**TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, Lockout Tagout (LOTO), chemical safety, allergen control, HACCP Plan, first aid/CPR/ blood borne pathogens, food safety, food defense, SQF, respirator training, crisis management.

**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>Delfino Laureano</u> Employee Printed Name	<u></u> Employee Signature	<u>7/16/20</u> Date
<u></u> Supervisor Signature		