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Job Description **Hallway 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 Required (PPE):** Hairnet, blue vinyl gloves or cotton gloves, blue bump cap and clear plastic boots. Additionally they will need to remove the clear boots when exiting the building and then put on a new pair of clear boots upon re-entering the facility.
2. Must complete safety training associated with any chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. May need to use pallet jack or forklift to move refuse. Employee works closely with other operators to attain daily production goals.
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 polices.
6. 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.
7. 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.

PHSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and outdoors and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO)

2/1/2018

EQUIPMENT/MACHINERY USED

Floor Squeegees, Plastic Shovels, Brooms, Dust Pans, Mops, Cardboard and Trash Compactors, Pallet Jacks and or forklifts

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.


Employee Printed Name


Employee Signature


Date


Supervisor Signature