



## **Job Description**

### **Sanitation Employee Level 1**

#### **SUMMARY**

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble and reassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-ups will be scheduled to cover responsibilities for this position.

#### **PRIMARY RESPONSIBILITIES**

1. Know and understand cleaning procedures and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use SDS information when needed.
3. Understand the operational controls of production lines and other equipment scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials.
5. Employee works closely with other operators to attain daily production goals.
6. Must be able to do physically demanding work with some lifting, up to 50 lbs. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
7. Comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and any other company or outside regulatory policies.
8. Maintain legible and accurate records for daily sanitation activities and chemical concentrations.
9. 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.
10. Must retain knowledge of all cleaning procedures necessary to the position.
11. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.
12. Attend all department and plant meetings as well as complete all requested trainings and testing.
13. Dismantle, clean, reassemble and inspect particulate depositors, dip depositors, flume equipment, line packaging, filling, conveying and sealing equipment, etc.
14. Use approved cleaning equipment, such as squeegees, brushes, portable foamers, etc. to ensure accurate cleaning of the equipment being cleaned.
15. Perform miscellaneous duties as assigned.

3/14/2017

**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. This position requires the employees to work with a wide range of hazardous chemicals. This is a fast paced team oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. This position requires the manual disassembly of conveyors, dip/particulate depositors, piping and other equipment as needed. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. 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), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

**JOB REQUIREMENTS**

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

**EQUIPMENT/MACHINERY USED**

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/ tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

**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.

Muhammad A. Fran  
Employee Printed Name

[Signature]  
Employee Signature

3-17-17  
Date

[Signature]  
Supervisor Signature



## **Job Description Sanitation Lead**

### **SUMMARY**

Assist with the implementation and supervision of plant sanitation 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 insure employee safety. If absent, the Sanitation Supervisor will cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Ensure compliance with USDA and FDA standards related to cleaning and sanitizing equipment in food processing facility with supervisor's guidance.
2. Ensure department compliance with company GMP Employee Hygiene Program, Safety Programs, Sanitation Department policies and procedures, and company policies.
3. Lead the sanitation team to efficiently and effectively clean and sanitize all food contact and non-food contact equipment and food processing areas for timely production start.
4. Assist with completion of Master Sanitation Schedule and assigned as required scheduling.
5. Take corrective action to microbial and environmental swab results to insure improvement and compliance with standards as directed by Sanitation Supervisor and/or QA.
6. Provide training for employees on chemical hazards, required PPE for the job, sanitation job duties and any other training deemed necessary.
7. Seek to improve current sanitation processes and procedures by testing new soaps and sanitizers, new equipment, and new methodology as these become available. Utilize technical resources available (chemical vendors, equipment vendors, internet, etc.).
8. Attend training to enhance knowledge of sanitation chemicals and processes, regulatory requirements, employee safety and food safety as it relates to sanitation.
9. Staff the sanitation crew as necessary to achieve results and complete performance evaluations in a timely manner.
10. Interact with QA, maintenance, purchasing and operations to insure clear communication and effective teamwork.
11. Support company food safety, quality and continuous improvement efforts through the implementation of the SQF System
12. Other duties as assigned.

### **OTHER RESPONSIBILITIES**

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

7/13/2016

**EQUIPMENT/MACHINERY USED**

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

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

This position may include working in a manufacturing environment and 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.

**TRAINING REQUIREMENTS**

New Employee Orientation, On the Job Training, 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.

Mudhgaur A. Gram  
Employee Printed Name

[Signature]  
Employee Signature

7-13-16  
Date

[Signature]  
Supervisor Signature

9/12/2013

## Job Description

### Sanitation Employee



#### SUMMARY

Responsible for the complete clean up of production and non-production areas, using low pressure water hoses and chemicals. Employees remove garbage, disassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. Includes cleaning of welfare areas as assigned.

#### PRIMARY RESPONSIBILITIES

1. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. Understand the operational controls of production lines scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials. Employee works closely with other operators to attain daily production goals.
5. 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 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
6. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.
7. Must retain knowledge of all cleaning procedures necessary to the 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 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity.

#### TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

#### EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

*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.*

Mudhala qavam  
Employee Printed Name

  
Employee Signature

9-12-13  
Date

  
Supervisor Signature