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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.

PHSICAL ENVIRONMENT/WORKING CONDITIONS

11/13/2017

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.

Muhabo
Employee Printed Name

Muhabo
Employee Signature

11/13/17
Date

[Signature]
Supervisor Signature

Job Description Cartoner

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SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue vinyl gloves, clean smock, and disposable boots. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Visually check for correct card placement and code date on trays.
3. Place the appropriate amount of finished product trays into the correct display box.
4. Lift flat corrugated shippers onto the table as needed.
5. Assemble display boxes as needed.
6. Place display box into a corrugated shipper if needed.
7. Place finished box on the conveyor.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Assistant Supervisor and Production Supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand movements, and occasional lifting of up to 10 lbs.

EQUIPMENT AND MACHINERY USED

Conveyor

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

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.

Muhubo
Employee Printed Name

Muhubo
Employee Signature

8/1/2014
Date

[Signature]
Supervisor Signature