

Job Description Hormel Sanitation

SUMMARY

Responsible for the complete clean up of production and non-production areas

PRIMARY RESPONSIBILITIES

1. Clean all restrooms, break rooms, production areas, warehouses, and offices.
2. Fill out all necessary paperwork. Including Hormel Master Sanitation Schedule ST0007FO.
3. Keep track of all cleaning supplies including weekly inventory. Maintain cleaning supplies and perform weekly inventory using ST0013FO Hormel Sanitation Inventory Form.
4. Order supplies when needed (done weekly).
5. Stock tape and labels for production.
6. Assist in keeping parking lot and grounds clean.
7. Help in production when sanitation responsibilities are completed.
8. Other duties as assigned by supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time. You will also be working in temperatures less than 50 degrees Fahrenheit when inside, and winter conditions or summer heat when doing outside responsibilities. Some repetitive arm and hand movement.

EQUIPMENT/MACHINERY USED

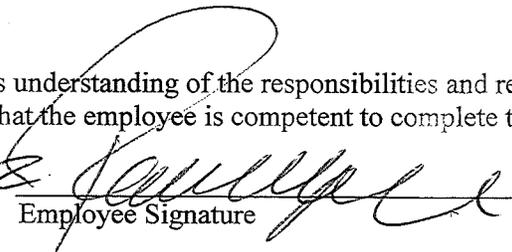
Utility knives.

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.

<u>Rosa Marquez</u> Employee Printed Name	 Employee Signature	<u>10-2-2013</u> Date
<u>Jay Ramaker</u> Supervisor Signature		