

Job Description

Sanitation/Production Employee

SUMMARY

Responsible for the upkeep of production and 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. 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):** ear plugs, hairnet, hood, blue apron, disposable sleeves, blue vinyl gloves, clean smock, and yellow rubber boots.
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 SDS information when needed.
3. 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.
4. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
5. 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. Squeegeeing underneath exposed product is only acceptable at mid-shifts or if direction by Supervisor is given. 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.
6. Any trash off the floor should only be put into black garbage bags and should be stored as far away from product lines as possible. Clear garbage bags are used by the sinks and production lines for garbage that has not fallen to the floor and potentially has been contaminated. When removing full garbage bags from waste receptacles, the bags should be pulled down through the skeleton so the waste stays as low to the floor as possible and should be carried as low as possible.
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 wash your hands before touching any clean plant surfaces.

PHYSICAL 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. May be required to work an occasional Saturday and/or Sunday as needed.

7/16/2018

JOB REQUIREMENTS

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

TRAINING REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

Floor Squeegees, Plastic Shovels, Brooms, Dust Pans, Mops, Cardboard and Trash Compactors,

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.

S. H. J.
Employee Printed Name

S. H. J.
Employee Signature

7-16-2018
Date

[Signature]
Supervisor Signature