



JOB DESCRIPTION

Position: Sanitation Supervisor
Reports to: Director of Technical Services
Classification: Exempt

POSITION SUMMARY

Under the general supervision of the Production Supervisor, is responsible for preparing cartons, packing product, final quality inspection, and palletizing of product.

ESSENTIAL JOB FUNCTIONS

- Develop and oversee the proper implementation of the technical sanitation services to include such items as waste disposal, pest control, proper chemical application for cleaning and sanitizing, good manufacturing practices
- Make a daily inspection and documents the inspection with an action plan to correct violations
- Supervise, develop and train all sanitation workers
- Evaluates effectiveness and assures competency and conformance of sanitation workers to current job requirements
- Follow all guidelines and instructions contained in the company master sanitation manual for proper cleanup procedures
- Coordinate cleaning schedules with plant management
- Oversee and monitor wastewater conditions and analyses procedures and keeps operation management of any substandard condition and possible courses of action when problems occur
- Oversee and administer in-house exterminating service for insects and rodents; eliminate all possible sources of product contamination, infestations or unsanitary conditions
- Protect all raw materials from contamination during storage
- Order and maintain needed sanitation supplies within budgetary guidelines; analyses methods, procedures, and effectiveness of supplies used to minimize costs where possible
- Provide leadership and productive supervision for efficient, maximum utilization of manpower

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required
- Previous supervisory experience required

REQUIRED SKILLS AND ABILITIES





JOB DESCRIPTION

- Team player
- Time management
- Communication
- Leadership

ESSENTIAL PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and / or move up to ten (10) pounds and may infrequently lift and / or move up to twenty-five (25) pounds. Specific vision abilities required of this job include close vision, distance vision, color vision and peripheral vision.

I have read the above job description and acknowledge receipt of the same. I understand that this job description is not all-inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements / duties.

Employee Signature

Date

Printed Name