



JOB DESCRIPTION

POSITION TITLE: Sanitation Manager

DEPARTMENT: Operations

REPORTS TO: To Be Determined

Developed December 17, 2009

Position Summary

The Sanitation Manager is responsible for management and coordination of internal sanitation processes to ensure internal and external quality standards are achieved. This includes ensuring the daily cleaning and sanitation of all food processing and manufacturing equipment. This position supervises 12 – 14 sanitation workers and duties are split between supervising employees (70%) and completing sanitation duties (30%).

Duties and Responsibilities

- Ensure safe work practices and procedures as per company policies and procedures and B.C. WCB Work Safe regulations.
- Maintain product quality and safety by ensuring corporate compliance with GMP's (Good Manufacturing Processes) and regulatory food protection standards in plants and equipment.
- Establishes corporate standards and systems to monitor food safety, and facility cleanliness
- Implements HACCP (hazard analysis critical control points)
- Compiling reports regarding regular inspection, sanitation violations, and taking steps taken to resolve deficiencies.
- Manage a budget for Sanitation department.
- Identify problems and identify corrective actions.
- Identify quality process improvements that ensure preventative measures in sanitation department.
- Facilitate change and involve employees to continually improve sanitation processes.
- Conduct performance reviews for employees under area of accountability.
- Conduct regular sanitation inspections and audits of products and equipment for conformity to regulatory and internal quality standards.

- Involved in integrated pests management program.
- Ensure daily cleaning of equipment is as per internal and regulatory requirements.
- Some heavy lifting and moving of machines required.

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| Experience, Skills, Knowledge and Abilities |
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- Minimum 5+ years experience in a Sanitation Supervisor role in a food manufacturing facility
- Experience providing leadership in a food manufacturing environment
- Understands allergens and mold issues
- Rodent, bird and insect pest control experience, including use of chemical and non-chemical controls
- Practical understanding of Canadian regulatory requirements in food manufacturing facilities.
- Solid conflict resolution skills.
- Unquestionable ethics and values.
- Well developed skills in managing and measuring.
- Proven results oriented track record.
- Good verbal interpersonal skills.
- Good written and presentation skills.
- Positive work attitude.
- Heavy lifting required.
- Ability to work in cold, wet environment.
- Must be able to speak and understand English.