

Rhodes International, Inc.
Job Description

Job Title: WI Sanitation Worker – Line 3
Department: Sanitation
Reports To: Sanitation Manager
FLSA Status: Non-Exempt
Prepared By: Katie Dockstader, Theresa Dew, James Garner
Prepared Date: April 13, 2020; **Revised:** 3/22/2021
Approved By: Theresa Dew
Approved Date: **September 3, 2021**

Summary

Works specifically on Line 3 to assure production areas and equipment are cleaned and sanitized nightly to meet SQF standards by performing the following duties.

Key Performance Indicators

An Employee in this position will know that they are performing their job well when they accomplish these objectives.

- Maintains good housekeeping throughout the facility by vigilantly cleaning the production plant and equipment according to prescribed sanitation requirements.
- Achieves proficiency in the essential duties and responsibilities as defined below.
- Strives to have an outward mindset and recognizes needs and offers support to the Rhodes team.

Essential Duties and Responsibilities

Essential duties and responsibilities are listed below. Other duties may be assigned.

Sanitation Duties

- At the end of the production run, cleans and assembles equipment specific to Line 3 (Mixer, mixing bowls, Koenig, Schurs, Macs, Ishidas, StarWheel, Rex, etc.).
- Ensures equipment is ready for production start-up the following day.

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- Operates industrial dishwashers for cleaning various production tools and containers.
- Uses industrial cleaners, degreasers, and sanitizers.
- Performs analysis of cleaner strengths on soaps and sanitizers used in the sanitation process.
- Operates Hotzy (high pressure water sprayer) to clean specified floors and equipment in a safe manner.
- Monitors the plant floor and cleans any spills or water puddles that may exist as needed; maintains good housekeeping throughout the facility.
- Ensures proper ventilation is used as required/needed when cleaning equipment.
- Dumps waste and cardboard dumpsters as needed and monitors and communicates disposal needs to the Sanitation Manager or Team Lead as necessary.
- Ensures all required paperwork is completed accurately.
- At the end of the shift, stays in the work area until properly relieved.
- Communicates any important information to the Team Lead. Writes any necessary notes in the Red Zone log.
- Is consistently on time and at work onsite at the Rhodes' production facility (unless other arrangements, such as an approved offsite job training, etc. are made); is attentive to work duties while at work and is mindful of work assigned hours. Advises Team Lead or Sanitation Manager if extra time is needed.
- Required to work overtime when requested to do so. Overtime may be required when needed to finish a production run, to cover for other employees absent from work, meet customer expectations, etc. Advanced notice will be provided when possible. The Company cannot guarantee that any overtime will be available.

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Support Duties

- Assists production crews in keeping janitorial supplies and janitorial production materials stocked for production needs.
- Assists in production areas as required.
- Assists janitor staff as necessary.
- Leads inspection sanitation improvements.
- Assists with duties assigned by the Sanitation Manager or Team Lead if qualified to do so. Will frequently be asked to fill-in on the production line in a Utility position for break relief and when daily sanitation work is complete.
- May frequently be required to work as a Utility Worker on the line for a full 8- or 10-hour shift.

Quality and Sanitation

- Follows Good Manufacturing Practice (GMP), HACCP, and allergen control guidelines.
- Participates in and supports Rhodes' Continuous Improvement program.
- Immediately reports any problems with the equipment or product such as missing ingredients, foreign objects, and temperature problems, etc. to the Team Lead.
- Watches for contamination in the product along any point of production; If contamination is discovered, stops production and notifies Team Lead immediately.
- Keeps work area clean and organized at all times. Cleans machines and equipment at the end of the shift. Sweeps floor and washes with soapy water as necessary.
- Participates in weekly plant wide cleaning to help assure a clean and sanitary food processing facility. Uses appropriate cleaning equipment according to correct specifications and use requirements.

Safety

- Works in a safe and productive manner; Abides by all processes of the Job Safety Analysis (JSA); Stays aware of surroundings and watches out for coworkers.
- Understands lock-out, tag-out procedures and applies them appropriately during machinery set up and cleaning.
- Performs safety checks on any used equipment; Immediately reports any problems or safety hazards to the Team Lead.
- Remains aware to potential accident and health hazards; Notifies Team Lead or HR of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Confers with the Sanitation Manager to resolve sanitation problems and recommends measures to improve operations.
- Wears all required PPE including safety shoes, bump caps or hard hats, and hearing protection. During cleanup wears additional PPE including safety glasses, and/or face shields, rubber gloves, rain suit, and rubber safety boots.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) preferred; some food manufacturing sanitation experience preferred.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with Team Leads, managers, and co-workers based on the assumption that such individuals can only speak and understand English. Ability to read and comprehend written and oral

instructions - such as safety materials, operating and maintenance instructions, procedure manuals, short correspondence, and memos. Ability to prepare reports, complete forms, and write simple correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Able to use basic computer equipment and software applications. Must be able to operate machines using a touch screen. Must have the ability to record and retrieve data and production information on computer tablets throughout the plant. Should know or have the desire to learn PLC functions and be able to operate machines using touch screens.

Other Skills, Abilities, and Qualifications:

- Ability to understand use of tools, knowledge of cleaning large food processing equipment, and sanitation chemicals is preferred.
- Willing to participate in and support the Company's culture building initiatives and process improvement programs such as Arbinger and Lean programs.

Physical Demands

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to walk and/or stand; and reach with hands and arms. The Employee is frequently required to use hands to grasp, finger, handle, or feel; climb or balance; bend or stoop; talk or hear. The Employee is occasionally required to push and/or pull; squat or crouch; kneel; and twist at the waist.

The Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly exposed to fumes or airborne particles, specifically including wheat flour dust. The Employee is frequently exposed to moving mechanical parts; wet and/or humid conditions; high, precarious places; chemicals; outside weather conditions; and heat. The noise level in the work environment is usually very loud.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Intellectual Competencies

- Analytical – Collects and researches data; Uses intuition and experience to complement data.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Competencies

- Interpersonal Skills – Displays a cooperative spirit; Focuses on solving conflict, not blaming; Listens to others without interrupting; Asks for others' ideas and demonstrates consideration of others as important team members; Keeps emotions under control; Remains open to

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others' ideas and tries new things; Maintains confidentiality;
Maintains an outward mindset.

- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Makes positive comments about team members.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Offers solutions to team problems, not complaints; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Inspires and motivates others to perform well.
- Written Communication – Presents numerical data effectively; Able to read and interpret written information.

Organizational Competencies

- Business Insight - Displays orientation to profitability; Understands business implications of decisions.
- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.
- Ethics – Treats others with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Self-Management Competency

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

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- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks correctly and on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Meets challenges with resourcefulness; Generates suggestions for improving work.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing - Uses time efficiently.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position.
- Quality – Must be detailed oriented; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Strives to improve personal performance.
- Quantity – Meets productivity standards; Completes work in a timely manner; Must be able to multi-task; Works efficiently; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Reports any tampering of product; Uses equipment and materials properly.

Certification

Employee Signature: _____

Printed Name: _____ Date: _____

I certify that I have read and understand the responsibilities assigned to this position.

Sanitation Manager's Signature: _____

Printed Name: _____ Date: _____

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.