



Job Title: Food Safety and Sanitation Supervisor
Department: Food Safety
Reports To: Operations Manager
FLSA Status: Exempt

SUMMARY:

This position supervises the daily plant sanitation and pest management functions and employees. This function supports Bay State Milling Company's food, safety, quality and sanitation improvement processes within his/her plant. This position is responsible for compliance with local environmental health and safety regulations, the effective use of cleaning and pest management chemicals, cleaning and pest management applications, maintaining sanitation equipment, developing and implementing plant sanitation procedures in compliance with the Company's Quality policies and procedures, developing and driving sanitation assurance initiatives, performing internal sanitation and pest management audits, and driving sanitation and pest management improvement initiatives within the plant.

RESPONSIBILITIES:

- Ensures compliance with local environmental health and safety requirements.
- Plans and directs the plant sanitation and pest management plant staff in the general day-to-day sanitation and pest management activities.
- Meets strategic plant business needs by being involved in cross-functional teams to provide key inputs for sanitation, pest management and sanitary design.
- Determines and allocates plant sanitation and pest management resources and provides technical guidance and leadership to plant management.
- Advise management on effectiveness of routine plant sanitation and cleaning programs.
- Guides plant during special plant sanitation issues including microbiological and environmental control. Ensured follow up of Pathogen Environmental programs to detect and eliminate sources of contamination.
- Participates in plant projects to provide sanitary design recommendations for new and existing equipment. Works with cleaning and pest management partners to assure cost effective and plant effective programs are implemented and maintained.
- Provide sanitation input into project sanitary design reviews, sanitation plan and verification procedures during the new equipment start-ups, new product introductions, movement of equipment within the facility, or new product introductions to prevent problems resulting from inadequate sanitation.
- Works closely with internal and outside sanitation vendors to improve sanitation performance and costs.
- Proactively utilize process metrics and experience to prevent problems that could affect product quality and safety. Investigates sanitation issues, which are resulting in product

contamination, reduced shelf-life, or customer rejection of products and aids in the identification of root cause and corrective actions.

- Works closely with sanitation chemical providers and others to maximize technical expertise, optimize supplier products, information, equipment, research new cleaning technologies and techniques and coordinate trials.
- Seeks educational and seminar opportunities for Plant Sanitation Leaders. Attends technical meetings and training to continually update knowledge in advances in sanitation and pest control. Conducts internal sanitation and pest control audits.
- Provides recommendations for equipment and machinery-based change (new equipment, retrofits or design modification of existing equipment – sanitary design reviews). Works closely with Engineering and equipment vendors to assure that new equipment meets sanitary design and regulatory design requirements prior to installation.
- Develops plant policies and procedures that are in compliance with Corporate Quality policies and procedures. Implements sanitation procedures within the plant that are in compliance with Corporate Quality policies and procedures and tracks / measures the effectiveness via sanitation Key Performance Indicators. Helps establish sanitation and pest management manning requirements for plant based on needs.
- Manages and guides all pest management functions including the purchase, storage, inventory, use and disposal of restricted use pesticides and other hazardous substances. Works with Pest Management Partners to assure pest control practices are effective and in compliance with Corporate Quality procedures.
- Spend 80% of time on the plant floor observing process workflow, equipment operations, and that sanitation guidelines are being followed.
- Weekend, overtime, and off-shift expectations are possible as situations warrant.

POSITION REQUIREMENTS:

- Excellent knowledge of FDA, USDA and HACCP.
- Excellent knowledge of sanitary design, sanitation and pest management in food processing.
- Excellent interpersonal and communication skills (written and verbal).
- Excellent knowledge of food manufacturing processes.
- Excellent understanding of food safety.
- Excellent knowledge in using a full range of statistical and analytical tools and fundamentals.
- Excellent relationship building skills.
- Excellent understanding of microbiological organisms and their impact on process design, sanitary design and sanitation.
- Good experience with government regulatory requirements in the processing of food.



ESSENTIAL EDUCATION, SKILLS & ENVIRONMENT:

- Minimum 5 years of food industrial experience in operations and sanitation roles
- The ability to organize, manage and direct the activities of others

EQUIPMENT AND APPLICATIONS:

- Knowledgeable of computer operations, able to use Word, Excel, and Outlook.
- Capable of performing basic math functions, with or without the aid of a calculator.
- Capable of following and communicating written and verbal instructions in English.
- Capable of writing and orally presenting reports to all levels of management within the Corporation.
- Possess good people skills to train and lead employees under direct supervision.
- Needs to be an independent worker with self-initiative to carry out job functions.

SAFETY

- While performing the essential job functions, the employee is expected to work in a safe manner and follow company policies regarding safety.
- It is the expectation and responsibility of the employee to report any and all injuries immediately to the supervisor, and to report to supervision any safety situation that the employee feels is substandard and poses a risk for employee injury, property damage, or loss.

TEAMWORK

Ensures that appropriate individuals are informed about matters impacting their areas of responsibility; works well with others; shares knowledge and experience with others; demonstrates respect and consideration for others' opinions; contributes to the overall task of the team. Demonstrates integrity; works effectively in teams; facilitates inter-departmental cooperation; cooperates with supervision and peers to accomplish work assignments; helps create and maintain effective working relationships.

DEPENDABILITY

Follows through on tasks; requires minimum supervision and follows instructions and procedures. Arrives at work on time; follows Company policies on vacations, leaves, etc. Observes Company rules; completes tasks within deadlines.



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.*

- Must be able to work in an environment which has extremes in temperature.
- Be able to climb ladders, and work in high places.
- Be able to stand and/or walk for extended periods of time
- Occasionally required to bend, stoop, kneel, crouch or crawl.
- Finger and hand dexterity to type at a keyboard, and to use basic hand tools occasionally.
- Required to lift and or move items up to 100 lbs. in weight.
- Vision requirements are close vision, distance vision, color vision and depth perception.

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.*

- The work environment is a wheat flour manufacturing facility.
- While performing the duties of this job, the employee is regularly exposed to moving mechanical parts.
- The employee will work in an atmosphere which contains various amounts of dust, fumes and/or airborne particles.
- The employee is frequently exposed to wet and/or humid conditions.
- The employee is occasionally exposed to high, precarious places.
- The employee will be exposed to extremes in hot (100+ degrees) and cold conditions.
- The work environment is noisy, frequently in excess of 100 decibels.

FOOD SAFETY / SECURITY REQUIREMENTS:

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.