

JOB DESCRIPTION

Job Title: <p style="text-align: center;">Sanitation Team Member</p>	Date: <p style="text-align: right;">December 2010</p>
Reports To: <p style="text-align: center;">Quality Supervisor</p>	FLSA Status <p style="text-align: right;">Non-Exempt</p>

SUMMARY/PURPOSE

The purpose of this position is to wash and store all pots, pans, hand tools, tubs and bowls used in the bakery. Performs cleaning in the common areas of the facility. Maintains the dish area and the rack washer in a sanitary and efficient manner.

ESSENTIAL JOB FUNCTIONS

1. Sets up and breaks down rack washer including arms, screens, and baskets. Cleans and polishes machine thoroughly including removing any paper and hosing down interior. Checks machine to be sure it is operating correctly and reports any defects immediately.
2. Washes and stores in proper places all pans, pots, hand tools, tubs, and bowls.
3. Checks water temperature during shift to ensure proper temperatures.
4. Keeps storage racks clean and organized. Keeps dish area and the floor clean
5. Empties garbage and recycling throughout the facility as needed. Scrubs inside of garbage cans as needed. Maintains the cleanliness of the outside dumpster area.
6. Cleans daily the three compartment sink, including sprayers, hoses, and handles.
7. Cleans bathrooms, offices, hallways, and break room. Keeps door glass clean
8. Cleans the hand sinks throughout the bakery. Restocks paper and soap for those hand sinks.
9. Maintains cleanliness and organization of mechanical room. Informs supervisor when running low on cleaning solutions. Keeps mop-heads off the floor and stores them in a hanging position when not in use.
10. Ensures food safety by not using cleaning chemicals in food zones when product is present. Makes sure that bottles are returned to the mechanical room and not left in food zones. Ensures that all cleaning bottles are properly labeled.
11. Performs other job related duties as directed by his/her supervisor.
12. Immediately cleans up any spills.
13. Complies with all safety guidelines and rules.

ADDITIONAL JOB FUNCTIONS

Other related duties as assigned.

JOB DESCRIPTION

REQUIRED SKILLS AND EXPERIENCE

- Must be able to stand and exert well-paced mobility for up to four (4) hours.
- Must be able to bend, stoop and move up to 50 pounds frequently.
- Must possess finger and hand dexterity for working on machines with hand tools.
- Must demonstrate cooperative behaviors such as effective communications with others and showing respect for others at all times.
- Demonstrated ability to be punctual.
- Demonstrated reliability in attendance and consistency in performing job duties.
- Must demonstrate ability to follow standard procedures, with excellent attention to detail.

JOB DESCRIPTION

Job Demands and Conditions Analysis

Sanitation Team Member

O = Occasional, less than 1 time per week
 S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time
 C = Consistent, more than 2/3rds of the time
 Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting					Works alone				X
Standing				X	Works with others		X		
Walking			X		Customers contact				
Lifting				X	Shift work				X
Carrying				X	Extended day	X			
Pushing/Pulling				X	Cold	X			
Bending at waist				X	Heat				X
Twisting upper body			X		Temperature changes			X	
Climbing					Wet				X
Balancing					Humid				X
Kneeling					Noise				X
Crouching		X			Confined area				
Repetitive Motions		X			High places				
Reaching				X	Work outdoors				
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards				X
Talking		X			Electrical hazards				
Hearing		x			Explosive materials				
Vision acuity - near				X	Fumes				
Vision acuity - far		X			Odors				X
Depth perception					Dusts				
Field of vision					Mists				X
Color vision					Gases				
Driving					Poor ventilation				
Other					Other				
EQUIPMENT OPERATION					EXPOSURE TO SUBSTANCES				
Driving cars/ light trucks					Work with solvents				
Computers					Work with acids, corrosives		x		
Telephones									
Rack Washing Machine				X					

** This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.*