

POSITION DATA					
JOB TITLE:	Sanitation Group Leader	REPORTS TO:	Quality Systems Supervisor	SALARY GRADE:	\$20 to \$24
DEPARTMENT:	Sanitation	SUPERVISES:	Sanitation Staff	LOCATION	Brockport
JOB SUMMARY					
<p>Responsible for supporting the structuring, coordination, and implementation of the facility sanitation effort as put in place by Quality Systems. This includes, but is not limited to the sanitary maintenance of all repack machinery, structures and support equipment within the standards established by all company, state, and federal regulatory guidelines.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such, employees must understand how their job description involves food safety, quality, and meeting the applicable sections of the code. In the absence of the Sanitation Group Leader, the Quality Supervisor with support from the Quality Systems Supervisor/Manager, and Shift Production Supervisors will ensure the integrity and adherence to the facility and regulatory food safety programs and all applicable sections of the SQF code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Directly responsible for the staffing and development of the facility's sanitation personnel ▪ Directly responsible for monitoring the use of all sanitation tools and chemicals to ensure that proper use and inventories are maintained ▪ Oversee line sanitation inspections to ensure adequate completion ▪ Works closely with the facility's Quality Systems Manager and Operations Manager to ensure that sanitation issues are resolved in a positive manner. ▪ Responsible for the documentation of the facility's master sanitation schedule. ▪ Directly responsible for the safety of all sanitation personnel by ensuring proper training and enforcement of all safety work rules. ▪ Evaluate and communicate sanitary design flaws, review findings with the Quality Systems Manager and Maintenance Manager for remediation. ▪ Coach fellow associates regarding adherence to GMP's, GDP's, SOP's and sSOPs ▪ As part of a strong supervisory staff, responsible for the adherence and enforcement of facility policies, procedures and programs. ▪ Communicates issues to Management and Supervisors in a timely, professional manner. ▪ Complete other tasks as assigned by Quality Systems Manager. ▪ Reports any food safety concerns to your immediate supervisor for resolution. ▪ Demonstrate a personal commitment to safety, and set a proper example at all times. ▪ Create and instill a positive work environment ▪ Always works in a safe manner, Enforce and implement policies to establish a culture of health and safety. 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Microsoft Office platform, (Word, Excel, Power Point) ▪ Excellent communication skills (Verbal and Written) ▪ Must speak and write the English language fluently. 				
PHYSICAL DEMANDS	<p>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.</p> <ul style="list-style-type: none"> ▪ Frequent lifting carrying up to 10lbs, occasionally up to 50lbs ▪ Frequent pushing/pulling up to 20lbs, occasionally up to 50lbs ▪ Frequent bending, squatting, twisting, reaching, dexterity, walking, typing ▪ Constant standing 				

	<ul style="list-style-type: none"> ▪ Occasional climbing, crawling, sitting, driving ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <p>Appropriate work intensity level: Heavy</p>		
WORK ENVIRONMENT	<p>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 the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> ▪ Normal office environment ▪ Noisy conditions ▪ Dusty conditions ▪ Hot or humid conditions ▪ Wet conditions ▪ Extended exposure to cold environment ▪ Exposure to extreme/seasonal temperatures ▪ Exposure to chemicals or solvents ▪ Work near moving mechanical parts 		
EXPERIENCE	<p>A combination of education and experience is taken into consideration for consideration of this role.</p> <ul style="list-style-type: none"> ● Must be bilingual in English and Spanish ● Flexible schedule required, including availability to work one day during weekends 		
EDUCATION	<p>A combination of education and experience is taken into consideration for consideration of this role.</p>		
APPROVALS			
REVIEWED BY:		DATE:	
APPROVED BY:		DATE:	
HUMAN RESOURCES:		DATE:	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.