

Sanitation Technician

Reports To: Manager of Food Safety

Department: Safety & Quality

Date: 08/01/12

Revised Date: 01/29/23

JOB SUMMARY:

The Sanitation Technician position must possess excellent attention to detail and multi-tasking skills. In order to be proficient in this position, an individual must complete Dakota Specialty Milling's comprehensive training program. Our Sanitation Technician training program details how to follow Sanitation SOP's follow master sanitation schedules.

Employees of DakotaMB believe in always doing the right thing for our customers and each other. Strong communication skills ensure we are always working towards a common solution to the challenges of the day. A growth mindset and innovative thinking are essential for assisting co-workers and external stake-holders with their needs. Members of our Operations team collaborate both internally with our employees and externally with our vendors and customers to achieve common goals. A passion to be the best is what is needed for a successful career at DakotaMB.

ESSENTIAL FUNCTIONS:

1. General Duties

- a. Complete master sanitation schedule (MSS)
 - i. Production Areas
 - ii. Including confined space areas
 - iii. Warehouses
 - iv. Breakrooms, Bathrooms, Locker rooms
 - v. Offices
- b. Deep cleaning of specified equipment as needed.
 - i. Follows SOPs for cleaning equipment
 - ii. Adheres to all Personal and Food Safety Procedures
- c. Assist in Outside ground maintenance as needed.

2. Documentation and Record Keeping

- a. Fulfills daily master sanitation schedules
- b. Report low supply levels to Safety Coordinator

3. Teamwork, Efficiency, and Safety

- a. Adhere to GMP policies in all facilities
- b. Acts as an alternate for all DSM Sanitation Technician positions
- c. Work in all areas of all facilities to provide effective teamwork
- d. Shall ensure the daily functions to maintain all food safety objectives and The SQF Code are adhered to

- e. Perform additional tasks as directed by Food Safety Manager and/or VP of Safety & Quality.

QUALIFICATIONS:

1. High School Diploma
2. Knowledge of sanitation chemicals helpful

SUPERVISORY RESPONSIBILITIES

Has no supervisory responsibilities

BEHAVIORS

1. **Smart:** Astute and Perceptive
2. **Experienced:** Knowledgeable and Trained
3. **Focused:** Understands and Comprehends
4. **Motivated:** Inspired and Driven
5. **Genuine:** Authentic and Sincere
6. **Passionate:** Spirited and Excited
7. **Harmonious:** Friendly and Balanced
8. **Energetic:** Dynamic and Active
9. **Skillful:** Proficient and Adept
10. **Responsible:** Punctual and Earnest
11. **Ethical:** Honest and Moral
12. **Accountable:** Answerable and Liable
13. **Informative:** Instructional and Observant
14. **Fearless:** Confident and Courageous
15. **Imaginative:** Inventive and Creative
16. **Optimistic:** Encouraged and Encouraging
17. **Logical:** Rational and Sensible
18. **Resourceful:** Talented and Capable
19. **Humble:** Respectful and Modest
20. **Appreciative:** Supportive and Sympathetic
21. **Cooperative:** Collaborative and Coordinated
22. **Hungry:** Eager and Enthusiastic
23. **Safe:** Protective and Secure
24. **Professional:** Accomplished and Consummate

COMPETENCIES

1. **Attention to Detail:** The individual demonstrates accuracy and thoroughness.
2. **Communication:** The individual must be able to collaborate with while reviewing procedures and training programs.
3. **Exercises Judgment:** The individual must be able to exercise independent judgment and discretion while using cleaning chemicals.
4. **Planning and Organizing:** The individual prioritizes work activities and uses time efficiently.

5. **Interpersonal Skills:** The individual works effectively and relates well with others including superiors, colleagues, and individuals inside and outside the company; exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
6. **Adaptability:** The individual adapts to changes in the work environment, and is able to deal with frequent change, delays or unexpected events.
7. **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
8. **Integrity:** The individual possesses high ethical standards and expects the same from all others in the organization.
9. **Dedication:** The individual is committed to achieving results under demanding time frames.
10. **Organizational Support:** The individual follows policies and procedures; supports organization's Mission and Values.

PHYSICAL REQUIREMENTS

1. **Standing and Sitting:** Must be able to remain in a stationary position 10% of the time
2. **Walking:** This position needs to frequently move throughout warehouses and production areas in all facilities 90% of the time.
3. **Lifting:** Frequently will lift buckets, mops, brooms, or trash
4. **Climbing:** Occasionally ascends/descends ladders to clean or sanitize equipment
5. **Stoop, Kneel, or Crouch:** Frequently positions self to address areas of concern
6. **Talk/Hear:** Frequently communicates with personnel. Should pay attention to areas of concern, danger, and high traffic of equipment or personnel around them.
7. **Sight:** Must be able to identify, assess and recognize areas of concern, visually identify cleanliness.

WORKING ENVIRONMENT

While in production and warehouse areas this individual will frequently be exposed to grain dust. Hearing protection and Bump caps are required in designated areas of production. This position will frequently be working in a sheltered and non-climate controlled environment. This position may require working multiple shifts while servicing customers or working with DSM production personnel.

Signature _____ Date _____