

Sanitation Coordinator

Reports To: Food Safety Manager

Department: Sanitation

Date: 01/13/20

Revised Date: 02/01/23

JOB SUMMARY:

The Sanitation Coordinator position must possess excellent attention to detail and multi-tasking skills. The Sanitation Coordinator will support the Food Safety Manager with sanitation training. This person will also follow set procedures and schedules to maintain a sanitary work environment in every area of all Dakota Specialty Milling facilities. They have responsibility at all Fargo location buildings.

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. Facilitate Flaker cleaning with production
 - i. Check production schedule for P3 for date/time
 - ii. Ensure communication to all other sanitation techs
 - iii. Make sure all equipment/ supplies needed are working and present
 - iv. Have a plan when technicians are not available or short staffed
 - v. Verify Flaker clean when complete, sign off on checklist
- b. Ensure the daily functions & cleaning tasks are completed.
 - i. Review (sign off as verified);
- c. Ensure other locations have the allocated supplies, and inventory needed
- d. Perform EMP (environmental swabbing) of all locations according to SOP & Checklist

2. Documentation and Record Keeping

- a. Monitor Sanitation Chemicals & Equipment
 - i. Perform monthly Chemical Inventory checks
 - ii. Make recommendations of new or changes in sanitation supplies if seen
- b. Reports any food safety and sanitary concerns to the Food Safety Manager.
- c. Order any necessary supplies through approved online suppliers or manager approved purchases

3. Teamwork, Efficiency, and Safety

- a. Adhere to GMP policies in all facilities
 - i. If witness an issues, they are allowed to bring the issue up to the employee

- b. Training of new and existing personnel
 - i. Demonstrates proper cleaning technique of work areas and equipment
 - ii. Follows, Uses SSOP for standardized training
 - iii. Reports progress of trainee to Food Safety Manager
- c. Keep in communication with Production Millers to assist with pile-ups of major cleaning concerns
- d. Acts as a floating Sanitation Technician
 - i. Complete any necessary and/or neglected sanitation tasks
 - ii. Will attend to areas requested by Food Safety Manager
 - iii. Will follow MSS sanitation schedules for designated areas that are assigned
 - iv. Complete concentrated sanitation in pest activity or swab hit areas.
 - v. Performs sanitation in Confined space areas with team when needed
 - vi. Enter confined space (as entrant) for cleaning on rotation with sanitation technicians
- e. Help grain receiving with gas monitoring to check magnets
- f. Shall ensure the daily functions to maintain all food safety objectives and The SQF Code are adhered to
- g. 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

This position has no direct reports.

BEHAVIORS

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

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. **Problem Solving:** The individual identifies and resolves problems in a timely manner.
4. **Exercises Judgment:** The individual must be able to exercise independent judgment and discretion while using cleaning chemicals.
5. **Planning and Organizing:** The individual prioritizes and plans work activities and uses time efficiently.
6. **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.
7. **Adaptability:** The individual adapts to changes in the work environment and is able to deal with frequent change, delays or unexpected events.
8. **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction and solicits feedback to improve performance.
9. **Integrity:** The individual possesses high ethical standards and expects the same from all others in the organization.
10. **Dedication:** The individual is committed to achieving results under demanding time frames.
11. **Organizational Support:** The individual follows policies and procedures; supports organization's Mission and Core 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:** Occasionally 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 of 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 _____