



## Bay State Milling Job Description

**Job Title:** Food Safety and Sanitation Supervisor  
**Department:** Quality Assurance  
**Reports To:** QA Manager  
**FLSA Status:** Non-Exempt  
**Location:** Clifton, NJ

### SUMMARY

Responsible for sanitation activities at the site including providing daily direction to the sanitation crew members, reviewing paperwork, and verifying completion of Master Sanitation Schedule activities to standard. Responsible for chemical control program including maintaining list of chemicals utilized for entire plant and in laboratory and ensuring relevant SDS' available through electronic portal. Responsible for Pest Control program including weekly meetings with the 3<sup>rd</sup> Party Pest Control Operator and quarterly reviews. Responsible for tracking and completion of monthly self-inspection activities. Maintains glass & brittle plastic inventory; performs monthly audit. Responsible for monthly food defense assessment. Responsible for review of daily Preventative Control checks and weekly pre-operational inspections.

Responsible for training facility employees in each of the food safety programs described herein.

For each of the food safety programs above, ensures compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest possible levels of safety, quality and productivity.

This position serves as a relief QA Technician as well as back up to QA Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *include the following. Other duties may be assigned.*

1. Sanitation – provide daily direction to sanitation crew members, review paperwork and verify completion of Master Sanitation Schedule activities to standard. This includes deep cleaning of racks, equipment, and blowing down overhead areas.
2. Supervision of sanitation employees also includes approval of timecards, vacation, and relief. Provides technical guidance and leadership to employees.
3. Establish 5S of sanitation cage including inventory and ordering of materials for sanitation and laboratory overall.
4. Performs daily walk through of warehouse and mill areas to monitor sanitation improvement activities.



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5. Responsible for chemical control program including maintaining list of chemicals utilized for Mill, Maintenance and in laboratory departments and ensuring relevant SDS' available through electronic portal.
6. Drives and implements continuous improvement initiatives to reduce and eliminate costs as we move toward a general fumigation FREE facility. Significant focus on enhanced sanitation programs and schedules to accomplish best-in-class sanitation and pest control. Works closely with 3rd Party Pest Control Operator and department managers to identify opportunities and owns them to completion. Develops trend analysis on sanitation and pest activities to effectively deploy corrective actions.
7. Develops and oversees sanitation action plans across the facility, conducts weekly meetings with the 3rd Party Pest Control Operator and performs quarterly reviews to evaluate effectiveness of the program.
8. Responsible for completion of monthly self-inspection activities across the plant. Writes summary and reviews with relevant department managers. Follows each action item until verified and documented complete. Develop trends on GMP audits deficiencies to effectively deploy corrective actions.
9. Maintains glass & brittle plastic inventory; performs annual audit and/or after any changes.
10. Walks facility interior and exterior to complete monthly food defense assessment; documents findings and follows up with relevant personnel. Verifies completion of work orders relating to food safety, quality, and regulatory compliance, providing sign off as appropriate.
11. Responsible for review of daily Preventative Control checks and weekly pre-operational inspections. Responsible for training facility employees in each of the quality programs described herein.
12. Support and help manage monthly Environmental Monitoring Program and follow up on results as required. Communicate results as appropriate.
13. Prepare and facilitate food safety and OSHA training on a monthly basis ensuring coverage of all required topics and 100% completion and passing rate, maintain monthly training metrics.
14. Willing and able to effectively fill the role of QA Technician, when needed. May require working rotating shifts when needed.
15. Must train with QA Manager to be able to effectively cover short-term absences. Coverage of long-term absences will be a development goal of this position.
16. Weekend, overtime, and off-shift expectations are possible as situations warrant.

## **EDUCATION AND EXPERIENCE**

College degree in sciences (Biology, Chemistry, Food Science, Food Safety, etc.) preferred, but not required. Need to have good math, writing, and reading skills. Computer skills required. Experience with Microsoft AX, Outlook, Excel, PowerPoint, and Word preferred. Minimum 1-year related experience in a warehouse environment; or any equivalent combination of acceptable training, education, and experience. Increased combination of equivalent combination of training. Knowledge of sanitary



design, sanitation, and pest management in food processing. Excellent knowledge in using a full range of statistical and analytical tools and fundamentals.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

PCQI and HACCP training preferred. Food Defense training – Effective Mitigation Strategies & Key Activity Types. On-going training to enhance performance in position as required.

### **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 affecting 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 for vacations and leaves. Observes Company rules; completes tasks within deadlines.

### **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 in 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 a 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 products on hold.