



JOB POSTING

Job Title: Safety & Sanitation Manager
Department: Food Safety
Reports To: Operations Manager
FLSA Status: Exempt
Location: Winona, MN

SUMMARY

This position ensures that all operations are in SAFETY compliance with regulatory requirements (i.e., OSHA, MDA, GFSI, etc.). Ensuring that all safety programs are completed. This position supervises the daily plant sanitation and pest management functions and employees to ensure compliance with all applicable legal and regulatory requirements in accordance with established company policies and procedures while maintaining the highest level of safety, quality, and productivity. This function supports Bay State Milling Company's safety, quality and sanitation improvement processes within his/her plant. This position is responsible for the effective use of cleaning and pest management chemicals, cleaning and pest management applications, maintaining sanitation equipment, developing and implementing plant sanitation procedures in compliance with the Company's Quality policies and procedures, developing and driving sanitation assurance initiatives, performing internal sanitation and pest management audits, and driving sanitation and pest management improvement initiatives within the plant.

RESPONSIBILITIES

Responsible for the onboarding of new employees, as well as contractor trainings, through Alchemy/BSM trainings on Safety, Food Safety and Quality.

Partners with all departments to provide safety-related training including but not limited to Alchemy, the STOP program, and sanitation. Track progress to ensure compliance with BSM policies and regulatory requirements.

Leads the Employee Safety Team in the effort to prevent future injuries through discussion and awareness, as well as through any CAPA plan that is required due to injury or near miss.

Responds to plantwide injuries by providing emergency guidance, transportation to a healthcare provider as needed and leading any injury investigations- including development of CAPA plan for any injuries.

Plans and directs the plant sanitation and pest management plant staff in the general day-to-day sanitation and pest management activities.

Meets strategic plant business needs by being involved in cross-functional teams to provide key inputs for sanitation, pest management and sanitary design.

Advise management on effectiveness of routine plant sanitation and cleaning programs.

Participates in plant projects to provide sanitary design recommendations for new and existing equipment. Works with cleaning and pest management partners to assure cost effective and plant effective programs are implemented and maintained.

Provide sanitation input into project sanitary design reviews, sanitation plan and verification procedures during the new equipment start-ups, new product introductions, movement of equipment within the facility, or new product introductions to prevent problems resulting from inadequate sanitation/sanitary.

Works closely with internal and external sanitation vendors to improve sanitation performance and costs.

Proactively utilize process metrics and experience to prevent problems that could affect product quality and safety. Investigates sanitation issues, which are resulting in product contamination, reduced shelf-life, or customer rejection of products and aids in the identification of root cause and corrective actions.

Works closely with sanitation chemical providers and others to maximize technical expertise, optimize supplier products, information, equipment, research new cleaning technologies and techniques and coordinate trials.

Seeks educational and seminar opportunities for Plant Sanitation Leaders. Attends technical meetings and training to continually update knowledge in advances in sanitation and pest control. Conducts internal sanitation and pest control audits.

Provides recommendations for equipment and machinery-based change (new equipment, retrofits or design modification of existing equipment – sanitary design reviews). Works closely with Engineering and equipment vendors to assure that new equipment meets sanitary design and regulatory design requirements prior to installation.

Develops plant policies and procedures that are in compliance with Corporate Quality policies and procedures. Implements sanitation procedures within the plant that are in compliance with Corporate Quality policies and procedures and tracks / measures the effectiveness via sanitation Key Performance Indicators. Helps establish sanitation and pest management manning requirements for plant based on needs.

Manages and guides all pest management functions including the purchase, storage, inventory, use and disposal of restricted use pesticides and other hazardous substances. Works with Pest Management Partners to assure pest control practices are effective and in compliance with Corporate Quality procedures.

Spend 40% of time on the plant floor observing process workflow, equipment operations, and that sanitation guidelines are being followed.

Weekend, overtime, and off-shift expectations are possible as situations warrant.

POSITION REQUIREMENTS

- Excellent knowledge of FDA, USDA and HACCP.

- Excellent knowledge of sanitary design, sanitation and pest management in food processing.
- Excellent interpersonal and communication skills (written and verbal).
- Excellent knowledge of food manufacturing processes.
- Excellent understanding of food safety.
- Excellent knowledge in using a full range of statistical and analytical tools and fundamentals.
- Excellent relationship building skills.
- Excellent understanding of microbiological organisms and their impact on process design, sanitary design and sanitation.
- Good experience with government regulatory requirements in the processing of food.

ESSENTIAL EDUCATION, SKILLS & ENVIRONMENT

- Minimum 5 years of food industrial experience in operations and sanitation roles
- The ability to organize, manage and direct the activities of others

EQUIPMENT AND APPLICATIONS

-Computer, Phone, Copier, HRIS System, Microsoft Office, pesticide applicators