



## **JOB DESCRIPTION**

**Job Title:** Hygiene Operative

**Reporting To:** Quality Manager

**Hourly Rate:** £13.44 per hour

**Hours Of Work:** Permanent shift working 40 hours a week Monday – Friday. The role will also include evenings and weekends working on a rota basis.

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### **KEY RESPONSIBILITIES:**

Clean all plant, equipment and production facilities to the highest possible standards. Duties will involve thoroughly cleaning all plant and equipment. You will assist the team during production change overs and shift finishes by power hosing and conducting detailed cleaning of machinery and production facilities.

### **KEY TASK & DUTIES:**

- Ensure all plant and equipment is cleaned thoroughly in accordance with the cleaning schedule.
- Ensure all production areas are cleaned thoroughly in accordance with the cleaning schedule.
- Advise production staff of any hygiene problems in the first instance and then advise the Quality Manager if the problem is not resolved promptly.
- Keep accurate records of each area cleaned in the correct section of the hygiene file on a daily, weekly, monthly and biannual basis.
- Monitor these records and advise the Quality Manager of recurring problems.
- Ensure the correct chemicals and dosages are used in the cleaning process at all times.
- Ensure all chemicals are removed from production areas at the end of each shift and stored in locked room and cage.
- Ensure all chemicals are kept securely in the chemical store when not in use
- Carry out regular stock takes on chemicals and advise the Quality Manger when supplies need to be re-ordered.
- Ensure efficiency in cleaning and wash down procedures are enforced

- Minimise the waste material entering the waste stream at all times
- Provide closing stock of chemical to Quality department end of each week.
- Report any malfunction with washing equipment or apparatus on performance or safety basis.
- Ensure waste compactor is emptied when full.
- Ensure pans are cleaned out at the end of each shift and pans are down to agreed temperature before turning of the extractor and power supply.
- Ensure shutdown check list is completed when closing up the building and external gates.
- Regularly monitor all plant, equipment and the structure of the building and floors and report any areas which require attention to the Production Manager and the Quality Manager.
- Provide production cover for lunch/tea breaks as directed by the Production Manager.
- Ensure internal yard and boundary of property is maintained to a high standard
- Any other duties as directed by the Production Manager or Quality Manager.

***The job description may need to be reviewed in the light of any new developments as the role progresses It should not be regarded as restrictive or definitive but acts as a broad guide to the demands of the post.***

**General:**

- Comply with site Health and Safety requirements.
- Observe all Company Procedures at all times.
- Have a flexible and positive approach to the role.

## TS FOODS LTD PERSONAL SPECIFICATION

**Job Title:                    Hygiene Operative**

Criteria	Essential	Desirable
<b>Qualifications/ Attainments</b>	<ul style="list-style-type: none"> <li>• Good standard of general education.</li> <li>• Ability to understand written and spoken English.</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) in Maths and English.</li> <li>• Basic Food Hygiene.</li> <li>• Previous experience of Powerhose use and deep cleaning of equipment.</li> <li>•</li> </ul>
<b>Relevant Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Track record of working well within a team.</li> <li>• Experience of working in a busy and demanding environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working within a hygiene team.</li> <li>• An awareness of Health &amp; Safety and Quality Processes.</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Must be enthusiastic and conscientious towards</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Fully flexible with shift, working patterns and tasks.</li> <li>• Ability to deal with the physical demands of the</li> </ul>	