|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Role Profile and Person Specification** | | | | | | | | | | |
|  |  | |  | | |  |  |  | | |
| **Job title:** | Hygienist | | | | | **Location(s):** All |  | | | |
| **Reports to:** | Quality Assurance Leader | | | **Function:** | | Operations | **Grade:** | | | S00 |
| **Leader of:** | No direct reports | | | | | | **Hay Level** | | | 5 |
|  | | | | | | | | | | |
| **Position Summary** | | | | | | | | | | |
| **Key duties - briefly outline the main focus areas for this role:** | | | | | | | | | | |
| * **Follow Health and Safety Policy at all times knowing all responsibilities, promoting a Health and Safety safe culture by ensuring all procedures, risk assessments and SSOW’S are followed at all times.** * Effectively communicate to Quality Assurance Leader regarding any issues or concerns over any hygiene issues within shift. * Keep operational areas clean and to high standards. * Ensure that all training is adhered to and all required areas are controlled to meet BRC and COSHH standards. * Working to a timely manner as to maximize efficiency and completing additional tasks at quieter periods. * Handle chemicals as per COSHH training and regulations. * Comply with Hygiene Cleaning Schedule * Record all completed Hygiene on relevant sign off sheets. * Comply with existing Cleaning Instruction cards and SOP’s | | | | | | | | | | |
| **Location specific duties: - Where applicable**  Normanton   * Undertake all aspects of hygiene within operational areas, this includes pack house, warehouse, offices within operations, and the perimeter of the building and the cleaning of the canteen. * Ensure that all machines are cleaned to high standards, working in conjunction with engineering to ensure lines are given back to production within allocated time.   Normanton & Sittingbourne   * Ensure an understanding of lines at hygiene level from and to be able to complete hygiene tasks, including removing and replacing guards, rods, belts and rollers of the lines when there is no maintenance available. * Train and safely operate MHE as required to complete role, this includes: Scissor lift, Floor cleaners including walking and ride on and any MHE.   Sittingbourne   * Undertake all aspects of hygiene within non-operational areas, this includes offices, rest room, corridors and the cleaning of the canteen.   Westry   * Undertake all aspects of hygiene within operational areas, this includes pack house, warehouse and stores , offices within operations, and the perimeter of the building, waste processing, water and electricity readings and record, monitoring and recording Sodium Hypochlorite readings complete with relevant corrective action taken , cleaning of canteen and amenities areas   Inchture   * Responsible for monitoring of cleaning chemicals reporting to QA Leader when stocks are low * Ensure all cleaning procedure are completed in a safe manner * Ensure all chemicals and equipment are stored neatly and hygienically in the correct storage cupboards * Report any issues or damage found when cleaning to managers * Ensure correct colour of equipment is being used in the correct areas and correct dilution of chemicals is used. * Maintaining recycling of waste at all times and bailing of poly when required. * Report any issues or damage when cleaning to Quality Assurance Leader * Assist with general packhouse duties when required   Inchture MP   * Completing of all daily cleaning procedures as listed in washer area cleaning schedule * Completing of all weekly cleaning procedures as listed in washer area cleaning schedule * Cleaning of 2 grader lanes each evening * Ensure floor area and grids under washers are cleaned * Remove all loose potatoes from washer area * Responsible for completing of all paperwork on a daily basis * Ensure all chemicals and equipment are stored neatly and hygienically in the correct storage cupboards * Report any issues or damage found when cleaning to leaders | | | | | | | | | | |
|  | | | | |  | | | | | |
| **Key responsibilities - detail what accountability this role has under each of these key business areas** | | | | | | | | | | |
|  | | | | | | | | | **Responsibility** | |
| **Finance:** | | n/a | | | | | | |  | |
| **Technical:** | | Ensure all Technical, Quality and Hygiene policies and procedures are adhered to. | | | | | | | Joint | |
| **People:** | | Comply with all people policies working proactively as a team member demonstrating behaviour that fits the company core values, generating and sustaining effective working relationships with a diverse group of people to achieve a common goal.  Contribute to make IPL a great place to work. | | | | | | | Joint | |
| **Compliance/H&S:** | | Handle chemicals as per COSHH training and regulations  Adhere to all company policies and procedures.  Follow all Health & Safety procedures and report accidents, incidents & ‘near misses’ accordingly.  Maintain an adequate level of personal hygiene and comply with all PPE regulations. | | | | | | | Joint | |
| **Commercial:** | | n/a | | | | | | |  | |
| **Operations:** | | Optimise the use of company resources and comply with the company policy and procedures. | | | | | | | Joint | |
| **Legal:** | | As above (compliance) | | | | | | | Sole | |
| **In addition to the above, you are required to carry out such other duties as may reasonably be required** | | | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Person Specification** | | | | | | | | | | |
| **Technical Skills Required (Qualifications, Training, Professional membership) Assessed by** | | | | | | | | | | |
| **Essential:**  Good level of understanding of the English language  Understanding of health and safety policies in the work place  Food Safety Level 1 or equivalent  COSHH certification | | | | | |  | | |  | |
| I | |
| I | |
| C | |
| C | |
|  | |
|  | |
| **Desirable:**  Understanding of BRC food standard  Educated to GCSE English or equivalent  Basic Food Hygiene level 2  Health and Safety Certification  Manual Handling  First Aid trained | | | | | |  | | |  | |
| I | |
| C | |
| C | |
| C | |
| C  C | |
|  | | |  | | | | | |  | |
| **Experience Required** | | |  | | | | | | **Assessed by** | |
| **Essential:**  Experience of working with factory environment  Good practical skills  The ability to work quickly and methodically  Good team working skills  The ability to follow instructions  An awareness of Health & Safety  A willingness to work flexibly  Willing to take any training required for this role | | | | | |  | | |  | |
|  | | | I | |
|  | | | A | |
|  | | | A | |
|  | | | A | |
|  | | | I | |
|  | | | I  I  I | |
| **Desirable:**  Previous Hygiene experience | | | | | |  | | |  | |
|  | | | I | |
|  | | |  | |
|  | | |  | | | | | | | |
| **Particular Aptitude/Skill Required** | | | | | | | | | | **Assessed by** |
| **Essential:**  Entry level in both written & spoken English / Good communication skills.  ‘Can do’ attitude and proactive approach  Good team worker  Customer focus  Organised | | | | | |  | | |  | |
|  | | | I | |
|  | | | I | |
|  | | | I | |
|  | | | I | |
|  | | | I | |
|  | | |  | |
| **Desirable:** | | | | | |  | | |  | |
|  | | |  | |
|  | | |  | |
| **Agreed by:** | |  | | | **Authorised by:** | |  | | | |
|  | | |  |  |  | |  | | | |
| **Date:** | 30/09/2015 | | **Reviewed on:** | 30/09/2015 | | | **Version: 1** |  | | |

**Assessment key Interview, Ability/Psychometric Testing, Assessment Centre, Certification, Other**