

# Sanitation Supervisor

CT Bakery is an international provider of thaw and serve artisan donuts that deliver a bakery-fresh experience. Headquartered in Toronto, Ontario Canada. CT Bakery donuts can currently be found in leading grocery stores, convenience stores, and institutions across North America, South America and Asia. We also sell into every major channel in the food distribution system and offer our consumers a variety of indulgent donuts. We do this by building a team that is passionate about making donuts and driven by a sense of pride and dedication.

## Position Summary

As part of CT Bakery's manufacturing team, the Sanitation Manager is a solutions oriented position responsible for effectively supervising and controlling the cleaning and sanitation of processing equipment, utensils and the entire plant environment. The incumbent is responsible for the development, implementation, execution and evaluation of the Sanitation Program (daily, non-daily activities) and taking corrective action to prevent product contamination. He/she is must ensure all cleaning and sanitation is executed in compliance with GMPs, Safety, WHMIS, HACCP, CFIA.

## Responsibilities

- Manage, motivate and provide direct leadership to sanitation staff.
- Manage Sanitation operating budget.
- Oversee the cleaning and sanitization of equipment, surfaces, utensils and plant environment by providing direction, working 'hands on' to motivate and provide technical support to all sanitation employees and other plant employees as required
- Plan sanitation requirements and activities by establishing priorities, scheduling, assigning work and communicating with sanitation staff and key stakeholders frequently and regularly within timelines
- Audit and report non-compliance and take corrective actions to assure compliance to all quality assurance food safety requirements on a regular and daily basis
- Plan, actively engage, communicate and provide direction with respect to Sanitation and related activities in all programs such as Quality Assurance/Food Safety etc.
- Monitor, update Sanitation Standard Operating Procedures (SSOPs) and participate in audits
- Hire, orientate, train (one on one, or group training), develop, coach, discipline, respond to employee suggestions and concerns, provide feedback, administer sanitation employee time and attendance records and recognize employees in a timely manner
- Develop and execute training to meet all job requirements and ensure employee compliance with all company and regulatory requirements
- Order, manage inventory and safely store sanitation agents and cleaning substances
- Liaise /work with 3<sup>rd</sup> party sanitation contractors and chemical supplier Technical staff to trouble shoot and eliminate root cause issues of non-conformities
- Support and execute the Company's Food Safety programs at the facility in conjunction with Quality Assurance, Microbiology and Food Safety. Provide input on sanitation excellence across the organization
- Support and promote the company's health and safety program, maintain a safe working environment.
- Other responsibilities as required

Sanitation in the plant at all levels; hiring, training and development, employee relations etc.

### **Education, Experience & Competency Requirements**

- Relevant Post-secondary education
- 2 years supervisory experience
- Knowledge and experience with Sanitation as it relates to Food Safety
- Aptitude for continuous learning
- Must be flexible to work varying shifts and weekends
- 2 years' experience in food processing facility
- Demonstrated ability to forge partnerships with multiple cross-functional areas, (ie. Operations, Maintenance, Quality Assurance, Food Safety) to enhance efficiency and productivity
- Proven leadership abilities
- Able to manage and build a team independently
- Detail and results oriented
- Very strong interpersonal skills
- Strong ability to communicate (i.e. read, speak and write) in English
- Proficient in MS Office tools (Excel and Word).
- Knowledge of industry related quality systems and inspection programs, cleaning systems (CIP, COP) and chemicals
- Knowledge of HACCP, GMP, WHMIS, First Aid, Food Safety and Health and Safety Regulations
- Able to work in cold, humid or wet manufacturing environment, work with chemicals and stand/walk a lot

Will consider a combination of equivalent experience, skills and education.