

JOB POSTING



POSITION: Assistant Sanitation Manager
LOCATION: Burnaby, BC
SUPERVISOR: Quality Assurance Manager

PRIMARY FUNCTION:

Direct and motivate employees using interpersonal communication, good leadership and organization skills. Responsible for organizing sanitation and cleaning tasks. Execute the daily and non-daily sanitation and labour schedule to complete the tasks in the most economical and effective manner. Review, establish and implement current and new Sanitation Standard Operating Procedures. Review Master Sanitation schedule on a continued basis.

DUTIES & RESPONSIBILITIES:

- Co-operate and maintain communications with other departments and report any problems to the appropriate supervisor and/or manager.
- Settle conflicts quickly and to the satisfaction of all parties involved within the terms set by the collective agreement.
- Provide coaching, and progressive disciplinary actions
- Implement and maintain company policies.
- Maintain cleanliness of the facility and quality of products in accordance with company standards.
- Ensure all employees understand and adhere to established standard operating procedures and schedules.
- Timely and accurate completion of all paperwork.
- Able to work under pressure and meet deadlines.
- Implement and work in accordance with G.M.P. (Good Manufacturing Practices) regulations.
- Observe and enforce compliance with safe work practices and WorkSafe regulations.
- Co-ordinate cross training, document training and evaluating the skills.
- Able to identify waste areas and recommend solutions.
- Communicate effectively with other stakeholders to build teamwork and co-operation.
- Liaise between management and employees and relate input to management.
- Set, adhere and enforce performance standards and expectations.

REQUIREMENTS:

- Post secondary education in Food Technology, Food Safety training. Experience in Food Plant Sanitation an asset.
- Knowledge of GMP and HACCP principles.
- Good English oral and written communication skills.
- Solid understanding of the collective agreement.
- First Aid training an asset.
- Good problem solving and conflict resolution skills
- Computer skills an asset
- Knowledge of WHMIS / MSDS program.
- Must be able to understand scheduling process.
- Must be able to troubleshoot.
- Must have a basic understanding of all production equipment, functions and capabilities.
- Must have basic understanding of chemicals and cleaners as well as microbiological issues.
- Willing to work shifts.
- Able to work with minimum supervision and in a team environment.

SEND APPLICATION TO: careers@gourmetbaker.com