



JOB DESCRIPTION

Job Holder's Title: Night Hygiene Lead

Responsible to: Night Hygiene Shift Manager

Responsible for: Day to day organizing and supervision of the hygiene team to ensure site hygiene clean is achieved to the required standard in a safe and timely manner.

Site Responsibility: Lichfield

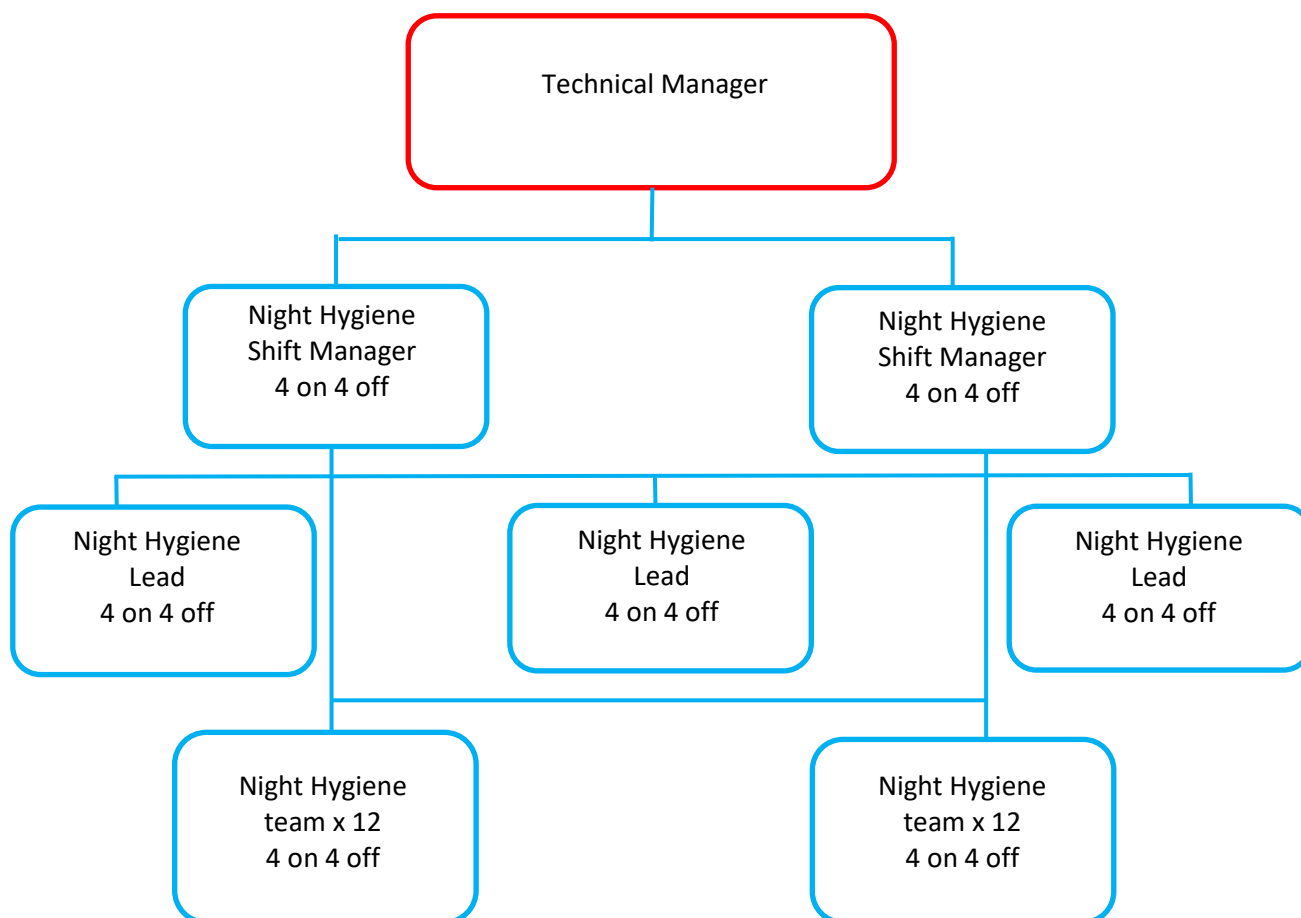
Main Purpose of the Job

To maintain hygiene standards in the processing plant, associated equipment and peripheral areas of the factory. To organise the Hygiene team ensuring the clean is completed to the required standard, according to the written Cleaning Instructions, in the required time frame. Responsible for leading the cleaning process of designated fragile kit in Trimming & packing (CCW multihead weighers/baggers) to the correct standard, while ensuring damage to the equipment is avoided through the cleaning process.

Scope of Responsibility

Responsible for strip down, cleaning & rebuilds of defined equipment & ensure the hygiene operative's follow the same standards.

Team Structure



HR-JD-088

Version: 2

AUTHORISATION

WRITER: Technical Manager

VERIFIER: Site Manager

VALIDATOR: HR Manager

SIGNATURE

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DATE

20/11/2023

21/11/2023

21/11/2023



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Main Responsibilities	
1	Utilise and organise members of the hygiene team to ensure cleaning is completed on time to the required standard.
2	Ensure correct tools & methods are used at all times to ensure cleaning is effective while no damage is caused during the cleaning process
3	Ensure that the strip down & rebuild procedures are followed accordingly to ensure effective cleaning & eliminate risk of damage. Ensure all sensitive equipment is protected.
4	Ensure all parts & equipment correctly handled to prevent damage occurring.
5	Liaise with production/engineering to ensure lines are available to be cleaned and any issues with the plant.
6	Proactively report all damages, issues or concerns to the shift manager and engineering.
7	Ensure all staff are suitably equipped and trained to perform in their role. Escalate to shift manager where tools for the job are not accessible
8	Ensure efficient and correct use of chemicals.
9	To ensure effective management of agency team members.
10	Train all new employees and agency personnel.
11	Participate in internal hygiene audits and close out any non-conformance in the agreed timeframe.
12	Liaise daily with Hygiene Shift Manager regarding 'sign off' of cleaning and any other issues.
13	Deputise for the shift manager <ol style="list-style-type: none"> 1. Complete return to work interviews when required. 2. Complete stock checks weekly when required. 3. Complete weekly titration checks when required. 4. Lead staff briefs on performance, outstanding tasks and KPIs.
14	Ensure full compliance with Company Health and Safety Policy including lock off procedures and chemical handling.
15	To take the lead role in Accident and Near Miss investigations including Root Cause Analysis, Conduct Reviews and improvement actions in liaison with the Hygiene Supervisor/Technical Manager and site Health & Safety Officer.
16	To be a leading example and promotor of positive behavioural safety through participating in and training out Safety Starts with Me observations
17	Ensure compliance to all Health and Safety, HR policies and quality procedures both internally and externally.
18	Ensure that all site rules and regulations relating to personal hygiene, food safety and statutory health and safety are met at all times.

Key Performance Indicators	
1.	Processing equipment is not damaged.
2.	Ensure all documentation is completed and signed off at the end of shift.
3.	Processing plant is visually clean at end of each shift.
4.	Safety standards are always achieved by the team and yourself. Raise Safety Starts With Me forms (SSWM) weekly.

Limits of Responsibility	
1.	As determined by Manager.



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Skills and Experience

1.	Basic Food Safety Level 2
2.	Experience of food manufacturing
3.	Experience in operating in CIC's procedures.
4.	Experience & good competency in strip down & rebuild of equipment pre & post hygiene clean.
5.	To be able to communicate effectively in a team.
6.	Chemical trained.

Personal Qualities

1.	Follow's standard work procedure's & has a pride in doing the job correctly.
2.	Coach other members on following the correct standard work procedures.
3.	Ability to communicate clearly when standard work cannot be followed.

Special Tasks

Other ad hoc duties as required.

Other Duties

This list of duties is not intended to be exhaustive but gives a general indication of tasks and responsibilities. All employees are expected to work in a flexible manner and acknowledge that tasks not specifically covered in their job description are not excluded.

Job Holder Name:

Job Holder Signed:

Dated:

Signed on behalf of Florette UK & Ireland Ltd.

Dated