

POSITION DESCRIPTION

JOB TITLE: Production Safety Assistant

DEPARTMENT: Production

REPORTING TO: Production Manager

SUMMARY:

The Production Safety Assistant is responsible for ensuring the daily temperature check of all staff is completed/recorded, make sure all staff are following COVID protocols, cleaning and sanitation of the production area, warehouse, production washrooms and employee lunchroom. Duties must be carried out in accordance with internal and external standards and in compliance with Good Manufacturing Practices, HACCP and SQF requirements along with Work Safe BC standards.

It is a requirement that all employees carry out their daily functions and also assist in keeping their areas safe and clean at all times. Daiya Foods Inc. ensures a safe work environment and requires a “clean as you go” philosophy.

SHIFT

PM SHIFT – 2:00pm to 10:30pm (Monday to Friday, with occasional OT)

DUTIES AND RESPONSIBILITIES

Production Duties:

- Carry out sanitation activities to meet GMP, SSOPs and Canadian Food and Drug Act Standards.
- Check all employee temperatures and record daily.
- Follow safe work practices and procedures as per company policies and procedures and Work Safe BC regulations.
- Clean and maintain Lab coat room (wipe down walls, remove empty hangers, sanitize helmets and refill PPEs)
- Maintain cleanliness of production’s sinks and their surroundings (incl. wiping down paper towel holders, soap dispensers, etc.)
- Refill gloves, hair nets, beard nets, paper towels, PPEs, hand soap, and sanitizer throughout the production plant multiple times a day
- Complete repetitive task such as:
 - washing dirty dishes using specific detergent, sanitizer & while wearing PPE
 - lift and stocking of plastic hoop parts
 - load & unload hoop parts into & from the racks or cart
- Remove garbage, compost, cardboard from the plant throughout the day
- Wipe and sanitize door handles and top of electrical panel & fence throughout the production plant
- Remove pooling water in the plant throughout the day
- Ensure Visitor boots and helmets in the roof access room are sanitized
- Surface cleaning throughout the plant- paper towel dispensers, handles, knobs, black strapper, ingredient pails, surfaces
- Ensure Materials Handling re-orders production supplies as required (gloves, hairnets, ear plugs).
- Sweep Loading dock area in the Warehouse area throughout the day

- Other duties as assigned (office sanitation if required).

Lunchroom/Washroom Duties:

- Clean toilets and handwashing sinks in the production washroom
- Maintain supplies (paper towels, toilet papers) in production washroom
- Sweep and mop floors in production lunchrooms. Clean countertops and table tops in all lunchrooms.
- Maintain supplies (ex. paper towels, hand soap) production lunchroom.
- Wipe down sinks, interior of microwave, and fridge doors in lunch rooms
- Removal of garbage, compost and recycling throughout the day

EXPERIENCE:

- High School Diploma or GED preferred
- Experience in cleaning in a manufacturing environment is an asset
- Excellent attention to detail and high cleaning standards
- Able to work well on a team and multitask in a fast pace environment while maintaining a dedication to quality and safety
- Able to read, write, and speak English

RELATED SKILLS, KNOWLEDGE AND ABILITIES:

- Operate cleaning equipment
- Frequent standing, walking, bending, stooping, crouching, and twisting while cleaning
- Hearing protection and steel toe shoes required
- Cold environment when assisting in cleaning in packaging
- Maneuvering heavy objects, including lifting (floor to waist, waist to shoulders, and overhead) and carrying up to 15kg

BENEFITS

- Competitive wages
- Extended Health benefits fully paid by Daiya for your family
- 3 weeks' vacation
- 3 PTO's (personal time off)
- RRSP matching your retirement contributions
- Annual personal health and wellness fund
- Fun and creative environment
- Inspiring and innovative work
- Smart and passionate teams
- Making people and the planet a healthier place

HOW TO APPLY

Please submit your application to careers@daiyafoods.com with "Production Safety Assistant" on the subject line and indicate what shift time you prefer to work.