

# Sanitation Specialist

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## Title

Sanitation Specialist

## Reports To

Quality Assurance Manager

## Summary

The Sanitation Specialist is responsible for overall management of cleaning staff to meet Health Canada requirements for sanitation. This position requires Health Canada security clearance.

## Job Description

- Supervise and co-ordinate the activities of cleaning staff; may perform certain sanitation duties
- Responsible for facility sanitation in conformance with the Access to Cannabis for Medical Purposes Regulations Cannabis Act and Standard Operating Procedures
- Collaborate with QA to create, implement and maintain sanitation standard operating procedures, master sanitation schedules and associated task sheets or log records
- Source effective cleaning reagents and tools from suppliers
- Manage sanitation supply inventory
- Provide training and support for new cleaning staff
- Monitor Sanitation effectiveness through environmental sampling, facility inspections and audits, validation exercises, etc.
- Implement and maintain meticulous records
- Identify and facilitate improvement opportunities to optimize and improve overall sanitation program
- Trouble shoot and problem solve quality constraints associated with sanitation challenges; liaise with QA to discuss corrective actions

## Requirements

- Proficient in MS Office
- Strong strategic planning, problem solving, decision making and leadership skills
- Strong communication skills (written and verbal)
- Ability to comprehend and apply written information regarding sanitization applications and procedures
- Ability to work individually as well as in a team environment
- Quick learner and adaptable to different situations

- Energetic and self-motivated

## Qualifications

- Secondary school diploma required
- Experience as a cleaning supervisor
- Experience in a food manufacturing or pharmaceutical manufacturing environment would be considered an asset
- Post-secondary education in a cleaning related field or experience as a cleaning business owner an asset

## Work Conditions

- Medium strength demands may be required on occasion; 10-20 kg (22-44 lbs)
- Sitting, standing and walking
- Other body positioning (e.g. bending, stooping etc.) may be required on occasion
- Safety equipment will be provided as needed
- Overtime as required
- Hazards associated with the trade (e.g. use of cleaning/sanitization substances, odours)