1. **Purpose of the Job** – State concisely the aim of the job.

- To ensure the efficient and effective delivery of high standards of hygiene across the site and to manage all aspects of the waste management services.

2. **Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

<table>
<thead>
<tr>
<th>Budget:</th>
<th>2015/6 (£)</th>
<th>Direct Reports:</th>
<th>Indirect Reports:</th>
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<tbody>
<tr>
<td>Hygiene overheads</td>
<td>158,000</td>
<td>2</td>
<td>25</td>
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<tr>
<td>Hygiene labour</td>
<td>420,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Waste budget</td>
<td>28,000</td>
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</table>

3. **Organisation chart** – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated.
4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

Maintain factory hygiene standards to meet requirements all applicable food safety and hygiene legislation:
- Food Hygiene (Wales) Regulations 2006
- The General Food Regulations 2004
- EC Regulation 178/2002
- EC Regulation 852/2004

Comply with external certification standards:
- BRC Global Standard for Food Safety, Version 7
- ISO14001:2004 Environmental Management Standards

Meet requirements of all relevant Health & Safety and Environmental Legislation, including, but not limited to:
- Health & Safety at Work Act 1974
- The management of Health & Safety at Work Regulation 1999
- COSHH Regulations 2002
- Environmental Protection Act 1990
- Waste (England & Wales) Regulations 2011
- Hazardous Waste (Wales) Regulations 2005

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

Hygiene:
- To ensure all aspects of the hygiene service are carried out and maintained to the required standard
- To manage the hygiene budget and ensure all expenditure is authorised and recorded
- To manage the ordering and stock control of hygiene consumables and chemicals
- To maintain detailed cleaning instructions and schedules for every hygiene activity that meet the requirements of the BRC food safety standard
- To be responsible for the effective delivery of the site laundry service – to include the contracted external service and in-house laundry operations
- Management of the pest control contract and overseeing the completion of all pest prevention actions to the required standards
- Responsible for the cleaning of air handling, evaporators and high risk air socks
- To oversee the day to day running of the staff facilities including vending services, maintenance of stocks /consumables in the staff canteen, staff washroom facilities and all associated equipment
- To conduct compliance audits / inspections of internal hygiene standards and documentation
- To manage the provision of hygiene chemicals and dosing equipment on site - to include regular reviews with chemical supplier, periodic chemical dosing checks, maintenance of equipment and to oversee the safe storage, decant, transport and use of chemicals on site.
- To work with suppliers to obtain the most suitable and cost effective equipment and consumables and to effectively manage supplier non-conformance in a timely manner
- To support the Technical & QA team in obtaining water samples for testing and participating in microbiological investigations or projects to drive improvements in the site hygiene standards
- To provide training and awareness for all hygiene and waste handling staff in all procedures relevant to their role

Waste / Environment
- To manage the segregation, storage and timely removal of all waste – recyclates, landfill, hazardous and confidential waste streams
- To manage the waste budget
- To manage the external waste contractors and ensure they operate in a legally compliant and safe manner at all times including retaining copies of all appropriate waste licenses and Duty of Care documentation
- To ensure the external yard waste area is maintained in a safe, controlled and hygienic manner at all times
- To ensure all waste operatives are appropriately trained and comply with all legal obligations associated with their role
- To provide support in waste management compliance to the three remote transport depots

Health & Safety
- Conduct COSHH assessments, risk assessments and document safe systems of work for all hygiene tasks
- Ensure all hygiene and waste staff are trained and competent in all procedures relevant to their role
- Maintain authorised persons lists for each piece of equipment as required
- Conduct emergency response spill training for all relevant staff
- Ensure all tasks are conducted in accordance with all legislative, company and site health & safety policies and ensure that all hazards, accidents / incidents are reported and investigated in a timely manner
- To ensure material safety data sheets for all chemicals used on site are maintained, updated regularly and are accessible to all staff.
- To be an active member of the site Health & Safety Committee

Other
- To recruit, induct and develop competent employees.
- Ensure all disciplinary incidents and staff absence are dealt with in a professional and timely manner and in accordance with the company human resources policies.
- To effectively communicate with all team members on a regular basis and provide opportunities for feedback and 2-way communication.
- To participate in projects as requested in order to drive continuous improvement
- To provide key performance indicator data as required and comply with all internal and external audit requirements
- Develop strong working relationships in order to drive continuous improvement in site standards
- To actively comply with and enforce all relevant statutory, company and site policies and procedures.
- To conduct employee Performance Development Reviews on a regular basis and establish training and development plans
- To carry out any reasonable request of your line manager in order to meet the needs of the business

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Planning the work of the on-site hygiene staff to drive continual improvements in hygiene standards
- Develop and audit hygiene schedules and work instructions to ensure all regulatory inspections and certification audits are passed
- Develop and maintain robust waste segregation processes to drive a reduction in landfill waste
- Drive cost savings in hygiene and waste overheads to ensure annual forecasts are achieved
- Embed safety measures across all hygiene and waste handling activities to reduce accidents and lost time incident rate (LTIR)

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- A competent professional with proven experience of managing and leading a hygiene team within a food manufacturing environment
- Flexible approach to working and committed to occasional night shifts and weekend working
- Experience of working within a compliance / standards driven environment – BRC, ISO14001 and ISO9001
- Proven experience of driving improvements in site standards
- Industry acumen and knowledge of cleaning systems and methodology
- Experience of budget management and reporting
- Experience of managing waste segregation and recycling services
- Excellent interpersonal and communication skills with the ability to engage and motivate staff and colleagues
- Experience of conducting training on a 1:1 basis or to small groups.
- PC literate

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Growth, Client & Customer Satisfaction / Quality of Services provided
- Rigorous management of results
- Innovation and Change
- Leadership & People Management – leading for excellence
- Brand Notoriety
### 9. Management Approval –

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
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<tbody>
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<td>25/04/2016</td>
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Document Owner