

# Job Description

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Job title	Hygiene Manager	Date December 2022
Reports to (title)	Account Director	
Contract/Department	British Sugar	Revision 1
Location	Various	

## Job purpose

Describe the overall purpose of the job in two or three sentences.

To work with the client Food Safety & Quality Team to ensure all activities completed by EMCOR UK meet the high levels of cleanliness and hygiene expected. To develop best practices in the cleaning teams, challenge standards across four sites and ensure audit readiness by external bodies.

## Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Supporting site teams to maintain consistency and drive standards for hygiene and housekeeping to meet or surpass the Service Level Agreement.
- Continuously monitor EMCOR UK processes, looking for improvements and bring industry experience and innovation to raise standards.
- To be part of the EMCOR Management team in the day-to-day operations, to ensure that a high level of cleanliness and hygiene is maintained safely to the agreed KPI's in all areas maintained by EMCOR UK
- Conduct and report monthly on the performance of Cleaning and GMP audits to the client team, identifying trends, and any corrective or preventative actions.
- Promote legislative compliance to ensure that all Food Safety aspects of the business are conducted in accordance with relevant requirements.
- Provide guidance and support to the site teams pertaining to Food and Feed safety standards, in conjunction with client protocols.
- To liaise between client and EMCOR UK, ensuring changes to certification standards and new processes are shared and become business as usual.
- To support the site teams in gaining sign off for purchases relating to chemicals, equipment, and clothing through alignment to client standards.
- Championing Food and Feed Safety training throughout our business.
- Close out non-conformities from external and customer audits, ensuring solutions are documented and adopted by all sites.

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## Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

No direct reports.

## Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

### Qualifications and Experience

- Experience in cleaning industry working over several sites
- Competent user in IT systems
- Audit experience
- To be able to work on own initiative and be self-motivated.
- Excellent time-management skills, able to confidently communicate at all levels, establishing and maintaining good working relationships.
- Level 4 Award in Food Safety Management for Manufacturing.
- Internal Auditors qualification
- Good command of the English language both written and verbally
- Clean, full driving licence
- Knowledge of MS Outlook, Word, Excel, PowerPoint applications is mandatory
- Sound knowledge and understanding of Hygiene in a Food Manufacturing environment.

### Advantageous

- High Level of interpersonal and customer relationship skills
- Experience in similar roles
- HACCP Level 2/3

## Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

Travel between sites (Nottinghamshire, Norfolk and Suffolk)

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	