



Job Description

Job Title:

Production Cleaning Operator

Reports To:

Production Supervisor

Direct Reports:

N/A

Emergency / Absentee Backup:

Chemical Operator

Job Summary:

The Production Cleaning Operator will perform all equipment and room environment cleaning to ensure the assigned areas are clean and in an orderly and safe condition for chemical manufacturing processes in compliance with all associated quality systems. Maintains processes in their validated or compliant state.

Essential Duties and Responsibilities:

- ✓ Reads and follows written cleaning procedures and batch record cleaning steps.
- ✓ Obtains Rinse Samples and/or Perform Visual Inspection of Rinse Samples taken by a secondary Chemical Operator.
- ✓ Operates forklift to move cleaning supplies.
- ✓ Cleans and sanitizes reactors, filters and other process related equipment as required by procedures including manual cleaning and use of CIP Systems.
- ✓ Cleans Room Environment to visually clean acceptance criteria remove all visible dirt, debris, and residues including spraying, sweeping, mopping, scrubbing, and wet-vacuuming.
- ✓ Records appropriate steps on batch record and associated documents related to cleaning.
- ✓ Understands and complies with quality regulations as they relate to job responsibilities.
- ✓ Complies with good housekeeping and safety rules.
- ✓ Operates and understands various process pumps as related to cleaning.
- ✓ Accurately creates dilutions of cleaning agents as prescribed by cleaning procedures.
- ✓ Advises supervisor when cleaning supplies need to be ordered.
- ✓ Gathers and empty trash in production rooms.
- ✓ Cleans windows, doors, and mirrors on the insides of manufacturing rooms.
- ✓ Steam-cleans when using the steam generator when required per procedures.
- ✓ Notifies management concerning the need for repairs when visible rusting or room environment conditions can pose a cross-contamination risk and are beyond the scope of current cleaning procedures.
- ✓ Maintains a listing of all cleaning agents detailing where used and where stored.
- ✓ Ensures EHS has the most up-to-date SDS for all cleaning agents.
- ✓ Other duties may be assigned as deemed appropriate by management.

Qualifications:

- ✓ High School diploma or GED.
- ✓ Ability to perform simple mathematical calculations using a calculator.
- ✓ Ability to accurately read and take measurements including reading a tape measure.
- ✓ Ability to read and interpret/follow production procedures.
- ✓ Must be able to read, write, speak, and understand English
- ✓ Attention to Detail
- ✓ Experience in a cGMP environment
- ✓ Must be able to push, pull, crawl, bend, stoop, twist, climb and carry throughout shift
- ✓ Preferred but not required; familiarity with a CIP system.

Physical Requirements:

- ✓ Lift up to 55 lbs
 - ✓ Climb ladders and/or stairs
 - ✓ Crawl, bend, twist, carry, reach, and kneel throughout shift
 - ✓ Push and/or pull up to 100 lbs.
 - ✓ Stand and/or walk for extended periods
 - ✓ Work with and/or around chemicals and/or hazardous materials
 - ✓ Repeating motion that may include arms, wrists, hands, and fingers
 - ✓ Ability to see and distinguish color
- Work in seasonal conditions that may include extreme hot, cold, wind, and precipitation

Work Hours & Schedule:

- ✓ 12 Hour Shift, 4 days on/ 4 days off rotation
- ✓ Includes some weekends and holidays due to rotating schedule