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Job Description Raw Room Apple Tub Filler/Apple Box Transfer

SUMMARY

Responsible for dumping whole, untreated apples from the cardboard boxes into flume Tank #1 (or white tubs in Tumbler Room); filled with peracetic acid while following company guidelines. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Enter Raw Room wearing yellow boots, white rain pants, and goggles
3. Apple dumper transfers apple boxes from the transfer in the hallway into the slicing room
4. Monitor Apple Slicers to insure GMP compliance
5. Repeat steps 3-5 throughout the shift
6. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
7. Other duties as assigned by the Line Lead and Production Supervisor

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Tumblers, hose, and safety knife

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Zach Gustice
Employee Printed Name

Zach Gustice
Employee Signature

10-29-16
Date

[Signature]
Supervisor Signature

10/5/2018

Job Description Raw Room Enclosed Cart Transfer Person

SUMMARY

Responsible for transporting enclosed stainless steel carts between the hallway outside of the Tumbler Room to the north production room (MV2/Rotary). If absent, another trained employee or trained backup will be scheduled to cover the responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices)
2. Wash hands and apply PPE in the north production room
3. Retrieve the enclosed stainless steel cart from the threshold of the MV2 entrance (white double doors). Wheel the cart to the big sliding door of the north production room
4. Transfer the trays to the Hopper Filler, starting with the top tray, moving to the bottom tray
5. Place empty trays from the Hopper Filler into Stainless Steel cart, and push it back across to the threshold of the MV2 entrance
6. Repeat steps 3-5 throughout shift
7. Do not lean on or handle anything other than the cart and slotted trays
8. Sanitize sleeves and gloves after returning the cart and before retrieving new cart of trays.
9. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
10. Other duties as assigned by the Line Lead and Production Supervisor

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, push/pull up to 300 lbs., and lifting of up to 25 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Stainless steel cart

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Zach Casimir
Employee Printed Name

Zach Casimir
Employee Signature

10-29-18
Date

[Signature]
Supervisor Signature

Job Description

Raw Room Carrot Tumbler Operator

SUMMARY

Responsible for treating and preparing raw carrots for packaging while following company guidelines. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Enter room wearing yellow boots, white rain pants, and goggles
3. Set up soaking station, including white tubs, for soaking tumbled carrots in Calcium Chloride. Set up both tumblers for entire day of production. Sanitize the inside and outside of both tumblers prior to start
4. Mix Calcium Chloride between tumblers. Take a premixed bag of Calcium Chloride, dump it into the designated container and fill with water. Stir to dissolve then dump into the Calcium Chloride tank. Add water to the fill mark in the tank (50 gallons).
5. Fill tumblers from the red Klorman hose
6. Notify Op Checker that the CCP check may be performed. CCP check needs to be performed on each tumble
7. Fill the tumblers with sixteen 25lb. bags of carrots after the Op Checker has gotten an acceptable result
8. If CCP check is acceptable, place cover over the opening of the tumbler, secure tightly and set the vacuum to 8-10 Hgs
9. Turn on the tumbler
10. While the tumbler #1 is tumbling between ten and twenty minutes, repeat steps 5-9 for Tumbler #2
11. When a tumble is complete, rotate the tumbler and slowly remove the cover. Slowly rotate the tumbler forward, draining the water and pouring the carrots into slotted trays
12. Place slotted trays into tubs for soaking in Calcium Chloride solution
13. Once all tubs are full of slotted trays, take the clear hose from Calcium Chloride tank and fill tubs. Soak the carrots for a minimum of five minutes and a maximum of 20 minutes
14. Once soaking time is complete, take each slotted tray and slide into the stainless steel racks. Starting with the top rack, moving to the bottom rack. There will be six trays per rack
15. Repeat steps 5 through 14 throughout the entire shift
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
17. Other duties as assigned by the Line Lead and Production Supervisor

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

10/5/2018

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, lifting up to 50 lbs., and push and pull up to 500 lbs. with mechanical assistance. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Tumblers and hoses

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Zach Crustine
Employee Printed Name

Zach Crustine
Employee Signature

10-29-17
Date

[Signature]
Supervisor Signature

CAK

Job Description Raw Room Apple Box Transfer Person (Tumbler Only)

SUMMARY

Responsible for placing full boxes of apples on a stainless steel table and removing the lids. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Wash hands and apply PPE in the Tumbler Room
3. Remain in the hallway outside of the Tumbler Room
4. Take four boxes of apples, place them on a stainless steel table, and remove the lids
5. Keep the table full of apple boxes at all times
6. Communicate with the Apple Tub Filler to verify the variety of apple needed
7. Notify Lead or Supervisor when another pallet of apples is needed
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
9. Other duties as assigned by the Line Lead and Production Supervisor

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive lifting of 30 to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Safety knife

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

 John C. [Signature]
Employee Printed Name

 John C. [Signature]
Employee Signature

 10-19-18
Date

 [Signature]
Supervisor Signature