

5/28/2020

Job Description Hopper Filler

SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper. 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, ninja-hairnet, blue apron, goggles (employee responsible if lost \$14.00), disposable sleeves, required gloves, clean smock, and assigned footwear.
2. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices).
3. Ensure product hopper on designated machine is supplied with RTE product.
4. MV2 Hopper Filler brings cart filled with full slotted trays from the Tumbler Room/Slicing Room window to designated line.
 - a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
 - b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
 - c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
5. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
 - a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
 - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
 - c) Sanitize rack before loading additional full slotted trays.
6. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
7. Other duties as assigned by the Lead and Production Supervisor.
8. Verify routine hourly line sanitizing and line sanitizing at breaks.
9. Sign off on the Daily Line Sanitizing Log daily.
10. Ensure line employees sanitize hands and manage hand sanitizing alarm.

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, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Stainless steel carts.

TRAINING REQUIREMENTS

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

5/28/2020

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New Employee Orientation and on the job training.

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.

BRUNO OKONTA [Signature]
Employee Printed Name Employee Signature

05-28-20
Date

[Signature]
Supervisor Signature

5/28/2020

Job Description Palletizer

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SUMMARY

Responsible for placing finished cases onto a pallet and preparing for shipment. 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, required gloves, clean smock, and assigned footwear. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Visually inspect final case label placement on every box before placing on pallet.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
7. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Lead and Production Supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

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

EQUIPMENT AND MACHINERY USED

Pallet jack.

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

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.

Brown, OKOAI
Employee Printed Name

[Signature]
Employee Signature

05-27-20
Date

[Signature]
Supervisor Signature