

6/28/2021

## Job Description Pre-Packaging Inspector

### SUMMARY

Inspect product trays prior to sealing of packages. 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, disposable apron, disposable sleeves, required gloves, clean smock, and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Visually inspect the product to ensure the proper weights are being attained and add or remove product as necessary.
3. Visually inspect the product to ensure that there is no overhanging product or dip on the trays' sealing surface area. Adjust or remove produce and/or dip to ensure proper sealing. If unable to correct, dispose of tray in clear garbage bag.
4. Inform Machine Operator of dip or produce issues, such as dip trailing and light weights.
5. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
6. 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 motion, and occasional lifting of up to 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### EQUIPMENT/MACHINERY USED

None

### 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.

Alvany Ayala  
Employee Printed Name

[Signature]  
Employee Signature

6/28/21  
Date

[Signature]  
Supervisor Signature