

## Job Description Tray Filler

### SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product. 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, 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. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
4. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
5. 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 occasional lifting of up to 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### EQUIPMENT AND 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.

Leila Adan  
Employee Printed Name

Leila Adan  
Employee Signature

10-26-21  
Date

[Signature]  
Supervisor Signature