

### Supervisors' New Employee Form Buddy Sheet

Date: 03-02-2020

Employee Name: Abejedo G:10

Shift Supervisor: Phuy Vorng Chi

Employee Shift: (1<sup>st</sup>) shift

Assigned Job/Line: (1) Production

Assigned "Buddy": Line Lead (Kevin Vong)

The purpose of this form is to ensure that new employees know who to ask for guidance and help in the event the Supervisor happens to be away from the production area. The "Buddy" will remain paired up with the new employee for a minimum of 2 weeks. The new employee is expected to "shadow" his/her Buddy for the duration of that time.

This "Buddy" should be an employee who has worked at Reichel Foods, Inc. for at least six months and is capable of showing new employees the GMPs, Personal Protective Equipment (PPE) that will need to be worn, proper use of the time-clock system, job duties from start to finish, and be a mentor for this new employee.

Buddy Initial

A-G Punch In and Out (Door Access)

A-G GMP (Good Manufacturing Procedures), PPE Location of Gloves, Boots, Apron, Smock

A-G Lockers are for daily use only, they should be cleaned out after each shift and free of clutter for easy inspection. Lockers should not contain open food or beverages, smocks, or disposable protective wear, i.e. gloves, sleeves or aprons.

A-G New employees wear Red Hairnets until they have attended new employee follow up training.

A-G Smock Rules (don't wear outside, in the break room or before washing your hands)

A-G Hand Washing Procedures (20seconds)

A-G Hand Sanitizer (Beeps every 30 minutes. Only use the one on your line.)

A-G Chemical Handling (What chemicals they will be using? Who refills the bottle?)

A-G Performance Reviews

A-G Cross Contamination

A-G Two Exits out of the Facility and Fire Extinguishers

A-G E-STOPS (where are they located and how they work)

A-G Stretch before your shift starts and during downtime. (Breaks) Provide a copy of stretches.

Employee Signature: \_\_\_\_\_

Buddy Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

HR Initials: \_\_\_\_\_

Supervisors' New Employee Form  
Buddy Sheet

Date: 03/02/2020

Employee Name: MARKOS BUTICHO BABORO

Shift Supervisor: Phuy Vorng Chi

Employee Shift: 1<sup>st</sup> shift

Assigned Job/Line: Production

Assigned "Buddy": Line Lead 1 Kevin Vong

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M.B E-STOPS (where are they located and how they work)

M.B Stretch before your shift starts and during downtime. (Breaks) Provide a copy of stretches.

Employee Signature: [Signature]

Buddy Signature: [Signature]

Supervisor Signature: [Signature]

HR Initials: \_\_\_\_\_



## **Job Description**

### **North Plant Palletizer & Product Bin Filler**

#### **SUMMARY**

Responsible for rotating between positions at the end of the production line. The duties of each position will include: stacking finished boxes (shipper) on good pallets while following Customer Specification requirements, maintaining supply bins with components used in party tray production. 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):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### **Palletizer**

5. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
6. Insure the correct case label is applied to each box.
7. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
8. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
9. Using pallet wrap machine, wrap pallet with shrink wrap and insure it is wrapped tightly and completely from the top of the pallet to the top of the finished cases.
10. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.

#### **Product Bin Filler**

11. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.
12. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
13. Communicate with the Warehouse Line Supplier when supplies begin to run low.
14. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
15. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker.

## **Job Description**

### **North Plant Start of Production Line**

#### **SUMMARY**

Responsible for rotating between positions at the start of the production line. The duties of each position will include: inserting top label in lid, placing components in the correct position on the tray or insuring tape is applied to finished trays properly. 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):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices), vinyl gloves.
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### **Top Label Inserter**

1. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
2. Place label face down into dome of lid.
3. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
4. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
5. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.

#### **Tray Filler**

1. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
2. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
3. Place component in the correct position on the tray.
4. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.

#### **Tray Taper**

1. Stack up trays for packaging when time available.
2. Verify lids are fastened to trays properly and refasten if necessary.
3. Insure trays have the correct amount of tape applied. Add tape if necessary.
4. Verify tape is fastened to the tray and lid and correct if needed.

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5. Inspect top labels for any defects, discoloration, or torn areas.

### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

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

### EQUIPMENT/MACHINERY USED

Conveyor, Static bar, and tape dispenser

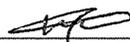
### TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

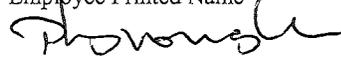
### SIGNATURES

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.

Abejedo Gilo  
Employee Printed Name

  
Employee Signature

03-02-2020  
Date

  
Supervisor Signature