

Job Description Cartoner

SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers. 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, required gloves, clean smock, and assigned footwear. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Visually check for correct card placement and code date on trays.
3. Place the appropriate amount of finished product trays into the correct display box.
4. Lift flat corrugated shippers onto the table as needed.
5. Assemble display boxes as needed.
6. Place display box into a corrugated shipper if needed.
7. Place finished box on the conveyor.
8. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
9. 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

Conveyor

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.

Hibo Hassan
Employee Printed Name

Hibo
Employee Signature

4-4-22
Date

[Signature]
Supervisor Signature

Employee Name: Hibo Hassan
Department: MV1, MV2 Cartoner Room

Hire Date: 04/04/2022

New Employee Training Follow Up

New Employee Training Follow Up, is to be completed approximately 2 weeks following the first date of employment. Employee must review training topics, initial each section to verify the understanding of company policy and procedures. Upon completion, this should be turned in to Training Department.

HH

Employee Hygiene (GMP's)

- Hand Washing and Foot Foamers
- Hand Sanitizer (if applicable)
- Attire Requirements
- No Food/Gum/Fingernail Polish/
- No Open Food/Beverages in Locker Rooms
- No iPod/Cell Phone/iPad/ or similar Devices
- No Smoking

HH

Food Safety

- Preventing Contamination
- Reconditioning/Reworking product
- Pest Control
- HACCP
- Product and Room Temperatures

HH

Allergens

- Process Controls
- Employee Role in Allergen Program

HH

Food Security

- RF Policy
- Employee Role

HH

Plant/Employee Safety

- Safety Rules
- Emergency Evacuation/Fire Extinguishers
- Bloodborne Pathogens/First Aid
- Personal Protective Equipment (PPE)
- Eyewash Station
- Equipment Hazards
- Forklift Awareness
- Trailer Awareness
- Safety Vest

HH

Right to Know

- Main Plant Chemicals
- Chemicals Specific to Job
- Hearing Conservation
- Stretching
- No parking in front of trailers
- Drop off/Pick up Zone (South Plant)
- No driving through the DC parking lot.

The trainer has reviewed the above to ensure my understanding of training covered during New Employee Training Follow Up.

Employee Name (Print): Hibo Hassan

Employee Signature: [Signature]

Trainer Signature: [Signature]

Date: 21-04-22

Date: 04/04/22

Assigned Buddy: Yes or No Buddy Name: _____

****You no longer need to wear a red hairnet. Please start wearing white hairnets. ****