

Job Description Machine Operator Level 1

SUMMARY

Responsible for the overall efficient and safe performance of the production line equipment. Includes the Multivacs and Rotary, dip depositors, dry product depositor, carrot solution sprayer, conveyors, tray flippers, metal detector, card applicators, and gluers. 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, red bump cap, disposable apron, disposable sleeves, required gloves, clean smock, assigned footwear, and goggles as needed (employee responsible if lost \$14.00).
2. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
3. Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
4. Operate the assigned machine in the most efficient, safe and cost effective way possible as outlined by company policies and metrics.
5. Ensure equipment has been properly re-assembled following the sanitation shift, set up the production equipment before the start of each shift, and ensure equipment is in the proper location.
6. Before start up, conduct Pre Operational Sanitation Inspection and complete checklist (QA0085FO).
7. Coordinate with the Lead or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
8. Coordinate with Tumbler Room and Production Scanner to ensure the raw materials and packaging materials needed for production are available and scanned to production room.
9. Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
10. Install/inspect the head of the machine on the Rotary, Multivac 1, and Multivac 2.
11. Install carrier plates on the Rotary at start up and at changeovers.
12. Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
13. After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for startup of production.
14. Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
15. Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
16. Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
17. Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.
18. Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.
19. Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.
20. Check tray seals throughout the day to ensure film peels correctly.

Employee Name: Otis Edwards
Department: Machine Operator

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.

ae

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

ae

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

ae

Allergens
Process Controls
Employee Role in Allergen Program

ae

Food Security
RF Policy
Employee Role

ae

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

ae

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): Otis Edwards
Employee Signature: Otis Edwards
Trainer Signature: Jul Nguyen

Date: 4-4-22
Date: 04/04/22

Assigned Buddy: Yes or No Buddy Name: Qui Nguyen / Ali Raga

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