

Job Description Co-Packing Top Label Inserter

SUMMARY

Responsible for placing top label in lid.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves 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 and gloves.
3. 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.
4. Place label face down into dome of lid.
5. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
6. 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.
7. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Production Supervisor and Production Manager.

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, and repetitive arm and hand movement.

EQUIPMENT/MACHINERY USED

Static bar

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.

Employee Printed Name Chandara Pou CHANDARA Date 10-10-13

Employee Signature

Date

Supervisor Signature

Job Description Co-Packing Tray Filler

SUMMARY

Responsible for placing components in the correct position on the tray.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves 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 and gloves.
3. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
4. 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.
5. Place component in the correct position on the tray.
6. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Production Supervisor and Production Manager.

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, and repetitive arm and hand movement.

EQUIPMENT/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.

Chandara POU CHANDARA 10.10.13
Employee Printed Name Employee Signature Date

[Signature]
Supervisor Signature