

## 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.

Deko Abdinoor  
Employee Printed Name

  
Employee Signature

6/23/22  
Date

  
Supervisor Signature

Supervisors' New Employee Form  
Buddy Sheet

Date: 06/23/2022

Employee Name: DEKO ABDINOOR

Shift Supervisor: ALIRAGE/GAI NGUYEN

Employee Shift: 2<sup>ND</sup> SHIFT

Assigned Job/Line: CARTONER

Assigned "Buddy": ALI RAGE

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

AR Punch In and Out (Door Access)

AR GMP (Good Manufacturing Procedures), PPE Location of Gloves, Boots, Apron, Smock

AR 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.

AR New employees wear Red Hairnets until they have attended new employee follow up training.

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

AR Hand Washing Procedures (20seconds)

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

AR Chemical Handling (What chemicals they will be using? Who refills the bottle?)

AR Performance Reviews

AR Cross Contamination

AR Two Exits out of the Facility and Fire Extinguishers

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

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

Employee Signature: DEKO ABDINOOR

Buddy Signature: [Signature]

Supervisor Signature: [Signature]

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