

## **Job Description General Op Checker**

### **SUMMARY**

Responsible for the inspection of production processes in a fast pace environment to ensure quality and food safety requirements are met. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Prep necessary paperwork for the day dictated by production plan
2. **Personal Protective Equipment Required (PPE):** ear plugs, ninja-hairnet, white bump cap, required gloves, clean smock, assigned footwear, and goggles as needed (employee responsible if lost \$14.00).
3. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices) when necessary.
4. Wash hands thoroughly and be prepared for production to begin at the start time for the room you will be working in.
5. Sanitize work station, scales, clipboards, calculator and other equipment with Sani-wipes.
6. Responsible for maintaining a clean and tidy work station throughout and after shift.
7. Maintain legible and accurate documentation of records throughout the production process.
8. At the start-up of each production line and at the frequency specified thereafter in the FDA Label Verification Work Instruction (QA0483WI), perform a verification of the materials being used against the Operations Product Specification.
9. Perform finished product and component weight checks as stated in the Product, Sampling and Analysis Procedure (QA0254PR).
  - a. Communicate any low or high weights appropriately with Machine Operators and Supervisors for corrective action.
10. Monitor Gas Residual for MAP packaging throughout shift as stated in QA0254PR.
11. Evaluate package seals and visual quality of product throughout operations.
12. Complete Operational QC Checklists approximately every 30 minutes.
  - a. Product evaluation, seal evaluation, tray counts, and tray positions in finished goods packaging.
  - b. Monitor and audit depositor parts to ensure no foreign materials present hazards to product.
  - c. Monitor and record lot numbers for dips and trays used in production process for traceability purposes.
13. Identify deviations in the production process and communicate to the Production Supervisor, Line Lead, operators, and quality personnel to make the required corrections in the process to ensure quality goals are being met.
14. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
15. Responsible for completing records associated with monitoring checks.
16. Other duties as assigned by the Lead and Production Supervisor.

### **PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

6/29/2022

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and frequent lifting of less than 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, and completion of Op-checker training checklist (QA0417FO).

**JOB REQUIREMENTS**

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

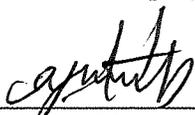
**EQUIPMENT/MACHINERY USED**

Scales, gas analyzer and other equipment/utensils needed to complete quality checks.

**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.

Ayub Hassan  
Employee Printed Name

  
Employee Signature

Date 6/29/22

  
Supervisor Signature

## 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

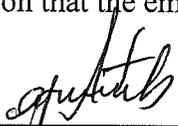
### TRAINING REQUIREMENTS

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.

Ayub Hossain  
Employee Printed Name

  
Employee Signature

6/29/22  
Date

  
Supervisor Signature