

8/18/2022

Job Description Tray Filler

SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product. 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, disposable apron, disposable sleeves, required gloves, clean smock, and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
4. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
5. 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

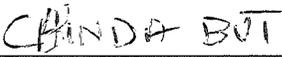
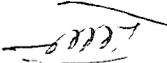
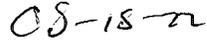
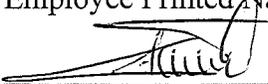
None

TRAINING REQUIREMENTS

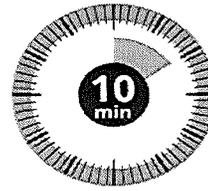
New Employee Orientation and on the job training.

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	 _____ Employee Signature	 _____ Date
 _____ Supervisor Signature		

STRETCH & FLEX



SPENDING 10 MINUTES A DAY STRETCHING CAN REDUCE FATIGUE AND HELP AVOID INJURY.

DO THESE QUICK STRETCHES REGULARLY TO REDUCE FATIGUE AND AVOID INJURY:



1 BACK EXTENSION

Place your feet at hip with distance apart and slowly lean backwards as you reach upwards with both arms. Do this exercise for 5 seconds each round with a total of 3 rounds.



2 FORWARD NECK STRETCH

Tilt your neck down once for 15 seconds while gently lowering your chin towards your chest.



3 TILTED NECK STRETCH

Tilt your head on either your left or right side of your shoulder without twisting your neck. You will feel the opposite side of your neck pulling. Do this one time for 15 seconds on each side.



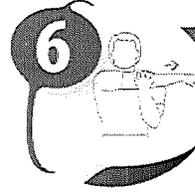
4 TORSO PULL OVER

Raise one arm up and over while pushing down in between your elbow and tricep area with the opposite hand. Repeat this 3 times for 5 seconds on each side.



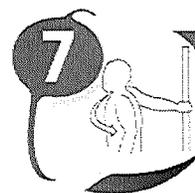
5 SHOULDER PULL OVER

Raise one arm overhead while pushing down on your elbow with the opposite hand. Hold this position for 15 seconds on each side.



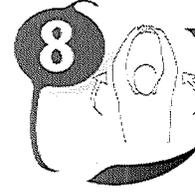
6 POSTERIOR SHOULDER STRETCH

Stand straight and place your left hand on your right shoulder and pull your arm across your chest. Do this position once on each side for 15 seconds.



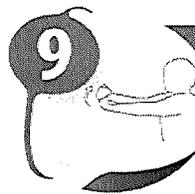
7 SHOULDER OPENING STRETCH

Press one arm behind you as you twist your body open to feel a stretch in your shoulder. Do this for 15 seconds on each arm.



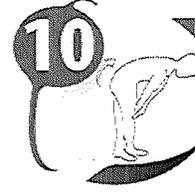
8 BRIDGE STRETCH

Lift both arms above your head and interlace your fingers straightening your elbows. Hold for a total of 15 seconds and reach as high as possible.



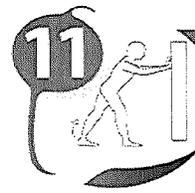
9 FOREARM & WRIST STRETCH

Keeping the elbow straight push one arm out bending the wrist up or down. With the opposite arm push the fingers towards you. Do once for 15 seconds on each side.



10 HAMSTRING STRETCH

Lift one leg up onto a chair and keep the knee straight. Hold this position for 15 seconds on each leg.



11 CALF STRETCH

Place one leg straight in front and bend the back knee. Grasp the toes on the front leg and hold for 15 seconds. Do this on each side.



12 QUAD & FLEXORS STRETCH

Balance your weight on one leg while reaching and bending the alternate knee. The deeper the bend, the greater the stretch. Do this on each side for 15 seconds.