

Job Description

Production Sanitor Employee

SUMMARY

Responsible for the upkeep of production and non-production areas during production hours. Employees keep the floor clear of debris and keep the floors dry using squeegees, including removal of garbage and cardboard. Includes cleaning of welfare areas and outside property as assigned. If absent, another trained employee will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment (PPE) Required:** ear plugs, hairnet, disposable apron, disposable sleeves, disposable gloves, disposable pants, clean smock, chemical splash goggles (employee is responsible if lost \$14.00) and assigned footwear.
2. Must complete safety training associated with any chemicals used in this position. Must follow all PPE requirements necessary for job tasks and know how to use Safety Data Sheets (SDS) information when needed.
3. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of four hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
4. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
5. Floor squeegees and waste shovels will be used to remove liquids and or product from floor areas. Squeegees should be used in a pulling motion whenever possible with the head not leaving the floor whenever possible. Squeegeeing underneath exposed product is only acceptable at mid-shifts or if direction by Supervisor is given. Squeegees and shovels should be carried with the bottoms as low to the floor as possible and should be stored in a sanitizer bath when not in use.
6. Any trash off the floor should only be put into black garbage bags and should be stored as far away from product lines as possible. Clear garbage bags are used by the sinks and production lines for garbage that has not fallen to the floor and potentially has been contaminated. When removing full garbage bags from waste receptacles, the bags should be pulled down through the skeleton so the waste stays as low to the floor as possible and should be carried as low as possible.
7. When touching squeegees, items from the floor, shovels, waste receptacles or anything considered dirty or contaminated, you will need to change your gloves and wash your hands before touching any clean plant surfaces.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity, able to push and pull, as well as bend and stoop. This position requires the employees to work in an environment with hazardous chemicals. Employee will be working with wet and dry soils. This is a fast-paced

9/13/2022

team-oriented environment. May be required to work an occasional Saturday and/or Sunday as needed.

JOB REQUIREMENTS

English literacy, oral communication skills, organization and time management.

TRAINING REQUIREMENTS

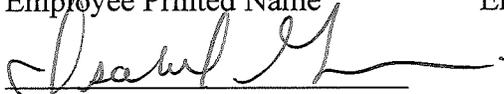
Comprehensive Orientation/SQF Orientation, New Sanitation Employee Training (ST0021FO), Employee Right to Know/GHS/Bloodborne Pathogens, AWAIR, Hazard Communication, Food Defense, Allergen Control, SQF, Hearing Conservation, Fire Safety, Forklift Awareness, GMP, Waste Management & Disposal, Production Sanitor Training, other trainings as assigned.

EQUIPMENT/MACHINERY USED

Floor squeegees, shovels, cardboard and trash compactors, other equipment as assigned.

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.

<u>Katryna A. Mena</u>	<u>Katryna A. Mena</u>	<u>09/13/22</u>
Employee Printed Name	Employee Signature	Date
<u></u>		
Supervisor Signature		

Job Description Production Sanitor Employee

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3. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of four hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
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team-oriented environment. May be required to work an occasional Saturday and/or Sunday as needed.

JOB REQUIREMENTS

English literacy, oral communication skills, organization and time management.

TRAINING REQUIREMENTS

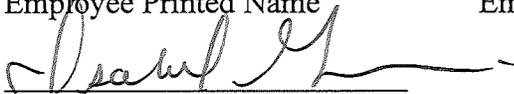
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EQUIPMENT/MACHINERY USED

Floor squeegees, shovels, cardboard and trash compactors, other equipment as assigned.

SIGNATURES

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<u>Katryna A. Mena</u>	<u>Katryna A. Mena</u>	<u>09/13/22</u>
Employee Printed Name	Employee Signature	Date
<u></u>		
Supervisor Signature		

Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and preparing for shipment. If absent, another trained employee or trained backup will be scheduled to cover the 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 inspect final case label placement on every box before placing on pallet.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
7. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
8. 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 repetitive lifting of up to 25 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT AND MACHINERY USED

Pallet jack.

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.

Katryna A. Mena

Employee Printed Name

Katryna A. Mena

Employee Signature

09/13/22

Date

[Signature]

Supervisor Signature

Job Description

Slicing Apples with FLUME and Tumbler Room

SUMMARY

Responsible for slicing apples and filling slotted trays with sliced apples, while managing company processes, procedures and safe food handling practices. Slotted trays should be filled approximately half full with sliced apples (21 pounds). This position is required to sanitize returning trays when available to. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

Personal Protective Equipment Required (PPE): ear plugs, ninja-hairnet, blue apron, white rain pants, disposable sleeves, required gloves, clean smock, goggles (employee responsible if lost \$14.00), and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).

Slicing Apples with FLUME

1. Enter Raw Room wearing yellow boots, white rain pants, and goggles.
2. Inspect apple slicers to ensure all parts of the equipment are put back together and that the equipment is clean from sanitation.
3. Turn on slicers to warm them up for the start of shift.
4. Place empty slotted trays on the cart at the outfeed exit end of the flume.
5. Apple Dumper transfers apple boxes from the transfer in the hallway into the slicing room.
6. Apple Dumper dumps a box into Tank 1 (1st Step PAA) and wait for 15 seconds before dumping another box.
7. As the whole apples are soaked under the blue belt for 2 mins on Tank 1, slicers can insert them into the apple slicing machine using FIFO (first in, first out). Place the apples with the stem sticking straight up.
8. Continue this process until all of the whole apples from the trough, have been sliced. The goal is to fill any openings in the table as the table spins in a circle.
9. The sliced apples fall from the Slicers into Tank 2 (2nd Step PAA) and get soaked for another 2 mins under the blue belt.
10. As the sliced apples come out of Tank 2, it all drops down to Tank 3 (Final Step).
11. Exit End Person sorts out poor quality apple slices (seeds, seed pockets, stems, broken slices) as they soak for 2 mins and fall from Tank 3 treatment discharge conveyor into the slotted trays.
12. Place filled slotted trays into the stainless steel racks, transfer sliced apples trays to window person – FIFO.
13. All slotted trays returned to the Raw Room need to be sanitized with Klormon in the sink area – Make sure the Hose is not leaking/spraying out.
14. Do not lean on or handle anything other than the cart and slotted trays.
15. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
16. Other duties as assigned by the Assistant Supervisor and Production Supervisor.
17. Monitor apple slices too for indication of broken, missing or dull blades.

Tumbler Room (When Slicing in the Tumbler Room)

18. Rinse the slicer with Klormon from the Klormon hose.
19. When the Line Lead approves startup, remove the weight from the top of the first tub of whole apples, and place it on the second tub.
20. Begin slicing, picking up apples out of the tub, and placing them in the openings on the slicer. Place the apples with the stem sticking straight up.

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21. Continue this process until all of the whole apples from the tub, have been sliced. The goal is to fill any openings in the table as the table spins in a circle.
22. Periodically check the clear slotted tray below the chutes to see how full they are.
23. Once the tray is full (approximately 21 pounds) lift the tray out of the Klorman tub. Turn the tray sideways and rest it on top of the Klorman tub. Rinse the sliced apples with water from the blue hose.
24. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
25. Retrieve a sanitized slotted tray and place it under a slicer chute for filling.
26. Once the tub of whole apples is empty, rotate the stainless steel cart 180 degrees, and remove the weight from the next tub of whole apples.
27. Repeat steps 7-14 throughout the shift.
28. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
29. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
30. Other duties as assigned by the Line Lead and Production Supervisor.
31. Monitor apple slices too for indication of broken, missing or dull blades.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

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, repetitive arm and wrist movement, push/pull up to 150 lbs., and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, flume and hoses.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation. (Tumbler Room Training Quiz, Training record; which would cover Foreign Material Control and Miscellaneous Sanitation for Maintenance).

SIGNATURES

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