11/14/2022

Job Description
Hopper Filler

SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper. 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, blue apron, goggles (employee responsible if lost $14.00), disposable sleeves, required gloves, clean smock, and assigned footwear.
2. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
3. Ensure product hopper on designated machine is supplied with RTE product.
4. MV2 Hopper Filler brings cart filled with full slotted trays from the Tumbler Room/Slicing Room window to designated line.
    a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
    b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
    c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
5. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
    a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
    b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
    c) Sanitize rack before loading additional full slotted trays.
6. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
7. Other duties as assigned by the Lead and Production Supervisor.
8. Verify routine hourly line sanitizing and line sanitizing at breaks.
9. Sign off on the Daily Line Sanitizing Log daily.
10. Ensure line employees sanitize hands and manage hand sanitizing alarm.

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, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Stainless steel carts.

TRAINING REQUIREMENTS

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

11/14/2022

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.

ABDUL Ahmed — Employee Printed Name

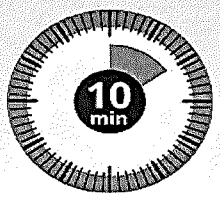
— Employee Signature

11-14-22 — Date

— Supervisor Signature

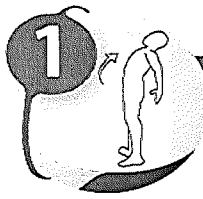
Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

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:

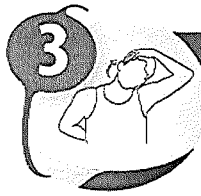


1 BACK EXTENSION

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

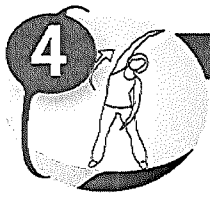
2 FORWARD NECK STRETCH

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



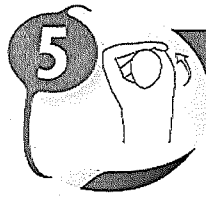
3 TILTED NECK STRETCH

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.



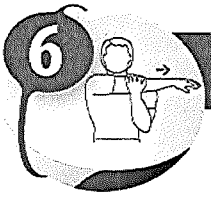
4 TORSO PULL OVER

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.



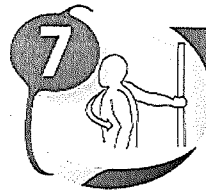
5 SHOULDER PULL OVER

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



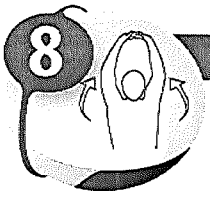
6 POSTERIOR SHOULDER STRETCH

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.



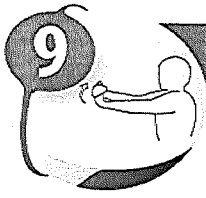
7 SHOULDER OPENING STRETCH

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.



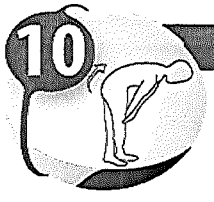
8 BRIDGE STRETCH

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.



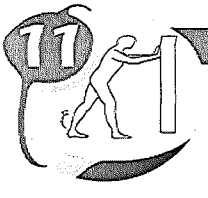
9 FOREARM & WRIST STRETCH

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.



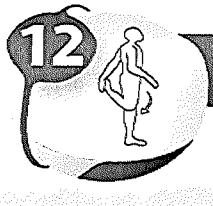
10 HAMSTRING STRETCH

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.

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