

1/30/2023

## Job Description Raw Room Enclosed Cart Transfer Person

### SUMMARY

Responsible for transporting enclosed stainless steel carts between the hallway outside of the Tumbler Room to the north production room (MV2/Rotary). 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, ninja-hairnet, disposable sleeves, required gloves, clean smock, assigned footwear, and goggles as needed (employee responsible if lost \$14.00).
2. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
3. Wash hands and apply PPE in the north production room.
4. Retrieve the enclosed stainless steel cart from the threshold of the MV2 entrance (white double doors). Wheel the cart to the big sliding door of the north production room.
5. Transfer the trays to the Hopper Filler, starting with the top tray, moving to the bottom tray.
6. Place empty trays from the Hopper Filler into stainless steel cart, and push it back across to the threshold of the MV2 entrance.
7. Repeat steps 3-5 throughout shift.
8. Do not lean on or handle anything other than the cart and slotted trays.
9. Sanitize sleeves and gloves after returning the cart and before retrieving new cart of trays.
10. Adhere to company employee hygiene practices, company food safety procedures and GMPs
11. Other duties as assigned by the Line Lead and Production Supervisor.

### 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, push/pull up to 300 lbs., and lifting of up to 25 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### EQUIPMENT/MACHINERY USED

Stainless steel cart.

### 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

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.

Abdi Gulyo  
Employee Printed Name

[Signature]  
Employee Signature

1-31-23  
Date

[Signature]  
Supervisor Signature