

Job Description Machine Operator

SUMMARY

Responsible for the overall efficient and safe performance of the production line equipment. Includes the Multivacs, Orics 6 lane and Rotary machines, dip depositors, dry product depositor, carrot solution sprayer, conveyors, metal detector or other relevant equipment. 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, red bump cap, disposable apron, disposable sleeves, required gloves, clean smock, assigned footwear, and goggles as needed (employee maybe responsible if lost \$14.00).
- Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
- Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
- Operate the assigned machine in the most efficient, safe and cost-effective way possible as outlined by company policies and metrics.
- Ensure equipment has been properly re-assembled following the sanitation shift, set up the production equipment before the start of each shift, and ensure equipment is in the proper location.
- Before start up, conduct Pre Operational Sanitation Inspection and complete checklist (QA0085FO).
- Coordinate with the Lead or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
- Coordinate with Tumbler Room and Production Scanner to ensure the raw materials and packaging materials needed for production are available and scanned to production room.
- Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
- Install/inspect the head of the machine on the Rotary, Multivac 1, and Multivac 2.
- Install carrier plates on the Rotary at start up and at changeovers.
- Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
- After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for startup of production.
- Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
- Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
- Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
- Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.
- Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.
- Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.

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- Check tray seals throughout the day to ensure film peels correctly.
- Ensure product and trays have been depleted before mid-shift sanitation begins.
- Remove head on the Rotary to prepare for sanitation at the end of production run.
- Assure the machine is wiped down, dip is wiped off, and product is removed for sanitation at the end of the production run.
- Assist in preparing machine for sanitation.
- Assist Production Supervisor to identify challenges in the production line, so a plan to solve them can be created.
- Help train new employees on tasks they are to perform on the line and answer questions that arise.
- Monitor machine and line operation.
- Ensure the machine and room, are clean at all times.
- At the end of the production run, remove the machine head (Rotary only), barrel, and film and verify they are returned to the correct location.
- Adhere to company employee hygiene practices, company food safety procedures and GMPs.
- 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, requires frequent lifting of up to 50 lbs., unassisted, and moving product up to 2500 lbs. with mechanical assistance. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, LOTO Training, Chemical Training, and Lead/Machine Operator Training (OP0129FO).

JOB REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, dolly, pallet jack, depositors, tapers, Video Jet, and mechanical flippers.

SIGNATURES

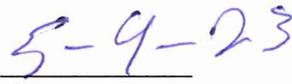
Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.



Employee Printed Name



Employee Signature



Date



Supervisor Signature

Job Description Sanitation Employee Level 1

SUMMARY

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble and reassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-ups will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Understand and follow all Sanitation Standard Operating Procedures (SSOP's) and other cleaning procedures as well as application of all cleaning and sanitizing chemicals.
2. **Personal Protective Equipment (PPE) Required:** ear plugs, hairnet, disposable apron, disposable sleeves, chemical resistant gloves, clean smock, assigned footwear, disposable pants, chemical splash goggles (employee responsible if lost \$14.00), face shield and other PPE as assigned.
3. Understand the operational controls of production lines and other equipment scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials.
5. Employee works closely with other operators to attain daily production goals.
6. Must be able to do physically demanding work with some lifting, up to 50 lbs. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
7. Comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and any other company or outside regulatory policies.
8. Maintain legible and accurate records for daily sanitation activities and chemical concentrations.
9. Knowledge and understanding of how to test chemical concentrations and use basic multiplication/addition/subtraction/division to figure out the correct concentrations and to achieve the desired mix ratio when mixing chemicals.
10. Must retain knowledge of all cleaning procedures necessary to the position.
11. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.
12. Attend all department and plant meetings as well as complete all requested trainings and testing.
13. Dismantle, clean, reassemble and inspect particulate depositors, dip depositors, flume equipment, line packaging, filling, conveying and sealing equipment, etc.
14. Use approved cleaning equipment, such as squeegees, brushes, portable foamers, etc. to ensure accurate cleaning of the equipment being cleaned.
15. Perform miscellaneous duties as assigned.

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PHSICAL 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 with a wide range of hazardous chemicals. Employee will be working with wet and dry soils. This is a fast-paced team-oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. This position requires the manual disassembly of conveyors, dip/particulate depositors, piping and other equipment as needed. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

Lockout Tagout Program (LOTO), Reichel Sanitation Training Checklist (ST0033FO), Comprehensive Orientation/SQF Orientation, New Sanitation Employee Training (ST0021FO), Employee Right to Know/GHS/Bloodborne Pathogens/AWAIR, Hazard Communication, Food Defense, Chemical Safety, Allergen Control, FDA SSOP, SQF, Hearing Conservation, Fire Safety, Forklift Awareness, Foreign Material Control, GMP, Waste Management & Disposal, SSOP's, other trainings as assigned.

JOB REQUIREMENTS

English literacy, written and oral communication skills, math aptitude, organization and time management.

EQUIPMENT/MACHINERY USED

Air-assisted foam/sanitize equipment, dip / particulate depositors, packaging, filling, sealing and conveying equipment, flumes, slicers, tumblers, steam generators, pallet jacks, forklifts, barrel dollies, automated sole scrubbers, automated sole sanitizers, cleaning utensils, hand-held tools, cardboard compactors, 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>Adam Dollah</u>	<u>A. L. L...</u>	<u>5-9-23</u>
Employee Printed Name	Employee Signature	Date
<u>[Signature]</u>		
Supervisor Signature		