

8/21/2023

Job Description Raw Room Line Lead

SUMMARY

Assist the Production Supervisor in achieving production goals while ensuring a safe work environment for the production team. Give direction to line workers about work flow, as well as compliance with company policies and GMPs. 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, red bump cap, blue apron, white rain pants, disposable sleeves, required gloves, clean smock, goggles (employee responsible if lost \$14.00), and assigned footwear.
2. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
3. Enter room wearing yellow boots, white rain pants and goggles.
4. Verify Sanitation has completed their duties before setting up the room.
5. Notify QA Technicians that the Raw Room is ready for inspection.
6. Monitor the Raw Room employees to ensure GMPs are being followed.
7. Setup room for daily production to include placement of slicers, tables, and batching tubs
8. Kit License Plates and scan the License Plate to the appropriate production line. While doing this, monitor GMPs, policies and procedures and keep the flow of traffic in the right direction.
9. Rotate employees for breaks and ensure proper job rotation.
10. Coach and train new Raw Room employees.
11. Assist in coaching and educating employees on new processes and procedures, and communicate any employee issues to the Production Supervisor.
12. Ensure production meets efficiency and quality standards by checking and adjusting production to meet quality requirements.
13. Support the Apple Slicer Operators and Carrot Tumbler Operators in production set up and changeovers.
14. Assist the Apple Slicer Operators, Carrot Tumbler Operators, and maintenance in identifying and troubleshooting production equipment challenges.
15. Other duties as assigned by the Production Supervisor.
16. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
17. Verify line sanitizing as needed.
18. Sign off on Daily Line Sanitizing Log.
19. Monitor employee handwashing upon entrance/return to room.
20. Monitor employee hand sanitizing and manage hand sanitizing alarm.

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

EQUIPMENT/MACHINERY USED

Apple slicers, carrot tumbler, apple grinder, pallet jack, WOW computer, and scanner.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, previous knowledge of all Tumbler Room positions.

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.

David Meilander
Employee Printed Name

[Handwritten Signature]
Employee Signature

8-21-23
Date

[Handwritten Signature]
Supervisor Signature