

## **Job Description**

### **Production Line Infeed Team**

#### **SUMMARY**

Responsible for keeping an adequate supply of product in the production lines. This may include This may include maintaining adequate supply of empty product trays in the tray dispenser, produce in the produce hoppers or product in the individual trays. 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, goggles, disposable sleeves, required gloves, clean smock, and assigned footwear.
- Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).

##### **If supplying trays to the line:**

- Retrieve a single box of trays from the Production Scanner at the threshold of the production room.
- Transfer box of trays from the wood pallet at threshold to a blue plastic pallet in production area.
- Using a pallet jack designated for that room, pull the pallet of trays over to the machine that will be filled.
- Wash hands, change sleeves and gloves.
- Pull bags of trays out of the box.
- Stage stacks of trays on the table/cart at the tray dispenser.
- Place small stack of trays into each slot of the tray dispenser.
- Keep an adequate supply of empty product trays in the tray dispenser.
- Manually place trays onto the conveyor as needed.
- At the end of the production run, place loose trays back into bags and return to inventory.

##### **If supplying the product hopper:**

- Ensure product hopper on designated machine is supplied with RTE product.
- MV1/O6 Production room: Bring racks loaded with slotted trays full of produce from the produce transfer window to the production lines. Load the produce hoppers with the produce in the slotted trays. Place the empty slotted tray back on the rack. Bring the empty trays in the rack back to the produce window and exchange the empty slotted trays for trays full of produce.
- MV2 and Rotary Production room: Take trays from the Cart Transfer Person at the threshold of the production room and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
  - a) Empty 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.

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- If on the Rotary machine, may place the trays full of product ready to be packaged on the Rotary sealing plates.

**If filling empty trays with product:**

- Fill the empty trays on the production lines with the required food ingredients while ensuring each tray has proper volume of product prior to packaging.
- Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
- Adhere to company employee hygiene practices, company food safety procedures and GMPs.
- Other duties as assigned by the Lead and Production Supervisor.
- Verify routine hourly line sanitizing and line sanitizing at breaks.
- Sign off on the Daily Line Sanitizing Log daily.
- 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.

**POTENTIAL EQUIPMENT/MACHINERY USED**

Stainless steel carts, Stainless steel trays, Ingredient filling utensils, conveyors, Rotary machine, 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.

|                       |                    |                  |
|-----------------------|--------------------|------------------|
| <u>Mary Phillips</u>  | <u>[Signature]</u> | <u>9-18-2023</u> |
| Employee Printed Name | Employee Signature | Date             |
| <u>[Signature]</u>    |                    |                  |
| Supervisor Signature  |                    |                  |