

## **Job Description**

### **Production RTE Lead Person**

#### **SUMMARY**

Assists the Production Supervisor and Machine Operator in the achievement of production goals while ensuring a safe work environment for the production team. Give direction to line workers about workflow, as well as compliance with company policies and GMPs. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

#### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, red bump cap, disposable apron, disposable sleeves, vinyl gloves (color would depend on which end of the line the Lead is assisting), clean smock, goggles if required (employee maybe responsible if lost \$14.00) and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).

#### **If in the raw rooms:**

- Enter room wearing the assigned boots, white rain pants and goggles.
- Verify Sanitation has completed their duties before setting up the room and Notify QA Technicians when the Raw Room is ready for inspection.
- Monitor the Raw Room employees to ensure GMPs are being followed.
- Setup room for daily production to include placement of slicers, tables, and batching tubs.
- 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.
- Rotate employees for breaks and ensure proper job rotation.
- Coach and train new Raw Room employees on new processes and procedures and communicate any employee issues to the Production Supervisor.
- Support the Apple Slicer Operators and Carrot Tumbler Operators in production set up and changeovers in order to meet production standards.
- Assist the Apple Slicer Operators, Carrot Tumbler Operators, and maintenance in identifying and troubleshooting production equipment challenges.

#### **If in the Ready to Eat Rooms**

- Assists the Machine Operator in leading the production activities of the Reichel production line.
- May Change labels during changeovers.
- Program Video Jet with appropriate Julian Date and Use by Date at the start of the shift and during changeovers (OP0004FO Video Jet Code Date Check Sheet).
- Enter appropriate product information using case label software (QA0554WI Case Label Printing Instructions).
- Verify the correct packaging materials are in the room; ensuring the correct size cartons and the correct color boxes are available.

2/13/2024

- If ANY position falls behind assist that position in getting caught up.
- Ensure production meets efficiency and quality standards by checking and making the necessary adjustments.
- Monitor tray waste at the post packaging inspector point, transfer, denester, and cartoning end of machine. Complete a Tray Waste Form to document waste during the shift for that machine.
- Perform label verifications if Supervisor is unavailable. A Supervisor or Line Lead must sign off on all label verifications (QA0556FO Reichel Label Printing Checklist).
- Assist the Production Supervisor in the training and development of employees. The Line Lead MAY be a "buddy" for any new employees and assist in training.
- Support the Machine Operators in production set up and changeovers. Assist the Machine Operator in bringing supplies to the machine from the threshold of the room.
- Assist the Machine Operator and Maintenance in identifying and troubleshooting production equipment challenges.
- Adhere to company employee hygiene practices, company food safety procedures and GMPs.
- Other duties as assigned by the Assistant Supervisor or 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, and pushing/pulling up to 550 lbs, and lifting up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

#### **TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, Lead/Machine Operator Training (OP0129FO) and knowledge of all line positions.

#### **JOB REQUIREMENTS**

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

#### **POTENTIAL EQUIPMENT/MACHINERY USED**

Produce treatment equipment, apple slicers, taper, dip dolly, pallet jack, scanner, conveyors, denesters, and depositors.

#### **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.

SAID KORANE  
Employee Printed Name

SA  
Employee Signature

02/13/2024  
Date

[Signature]  
Supervisor Signature