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## **Job Description Window Transfer Person**

### **SUMMARY**

Responsible for filling enclosed carts with slotted trays of produce for the north production room. 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, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
- 2 Enter room wearing yellow boots, white rain pants, and goggles.
- 3 Place returned used slotted trays to the appropriate spot (far left) in the Tumbler Room window. Sanitize hands after returning trays.
- 4 Sanitize enclosed cart, inside and outside, using pump sprayer with sanitizer solution.
- 5 Transfer full slotted trays of produce from Tumbler Room window into enclosed transfer cart filling from the top to the bottom.
- 6 Push enclosed cart to the threshold of the hallway door for the Cart Transfer Person to retrieve.
- 7 Wait inside the MV1 entrance area until the Cart Transfer Person returns with a cart full of used slotted trays.
- 8 Repeat steps 3-7 throughout the shift.
- 9 Every 15 minutes, sanitize the stainless steel ledge of the Tumbler Room window using the sanitizer pump.
- 10 Visually inspect and physically run hands around lip and bottom of tray for cracks and missing pieces.
- 11 Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
- 12 Other duties as assigned by the Assistant Supervisor 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, and repetitive lifting of up to 30 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### **EQUIPMENT/MACHINERY USED**

Stainless Steel cart and hoses

### **TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, and chemical training.

### **SIGNATURES**

3/14/2018

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.

Abdirahim  
Employee Printed Name

[Signature]  
Employee Signature

3/14/18  
Date

[Signature]  
Supervisor Signature

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## 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, hairnet, hood, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Wash hands and apply PPE in the north production room.
3. Retrieve the enclosed stainless steel cart from the threshold of the MV1 entrance (white double doors). Wheel the cart to the big sliding door of the north production room.
4. Transfer the trays to the Hopper Filler, starting with the top tray, moving to the bottom tray.
5. Place empty trays from the Hopper Filler into Stainless Steel cart, and push it back across to the threshold of the MV1 entrance.
6. Repeat steps 3-5 throughout shift.
7. Do not lean on or handle anything other than the cart and slotted trays.
8. Sanitize sleeves and gloves after returning the cart and before retrieving new cart of trays.
9. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
10. 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.

### 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.

Abdirahim  
Employee Printed Name

[Signature]  
Employee Signature

3/14/18  
Date

[Signature]  
Supervisor Signature