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Job Description Tumbler Room Apple Box Transfer Person

SUMMARY

Responsible for placing full boxes of apples on a stainless steel table and removing the lids.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices).
2. Wash hands and apply PPE in the Tumbler Room.
3. Remain in the hallway outside of the Tumbler Room.
4. Take four boxes of apples, place them on a stainless steel table, and remove the lids.
5. Keep the table full of apple boxes at all times.
6. Communicate with the Apple Tub Filler to verify the variety of apple needed.
7. Notify Lead or Supervisor when another pallet of apples is needed.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. 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 30 to 50 lbs.

EQUIPMENT/MACHINERY USED

Safety knife.

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.

Abdisalan I Bahur
Employee Printed Name

[Signature]
Employee Signature

10-17-16
Date

[Signature]
Supervisor Signature

Job Description Cartoner

SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue vinyl gloves, clean smock, and disposable boots. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Visually check for correct card placement and code date on trays.
3. Place the appropriate amount of finished product trays into the correct display box.
4. Lift flat corrugated shippers onto the table as needed.
5. Assemble display boxes as needed.
6. Place display box into a corrugated shipper if needed.
7. Place finished box on the conveyor.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. 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 for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand movements, and occasional lifting of up to 10 lbs.

EQUIPMENT AND MACHINERY USED

Conveyor

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.

ABD ISALAN BAHUK
Employee Printed Name


Employee Signature

29/08/2016
Date


Supervisor Signature



Job Description

Raw Room Op Checker

SUMMARY

Responsible for the inspection of production processes to ensure quality requirements are met. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

- 1 Prep necessary paperwork for the day dictated by production plan.
- 2 **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, white bump cap, goggles, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
- 3 Wash hands thoroughly and be prepared for production to begin at time of Tumbler Room employees arrival to the Tumbler room.
- 4 Sanitize work station in batching area with Sani-wipes.
- 5 Responsible for maintaining a clean and tidy work station suitable for product contact before, throughout and after shift.
- 6 Insure stainless steel scoops are being used for all preservative ingredients.
- 7 **Apples:**
 - a) Verify Klormon strength out of the red hoses for sliced apple rinse with Free Chlorine High (0-120 ppm) Test Strips. (Tumbler Room Only)
 - b) Verify the concentration of Calcium Ascorbate Solution as needed (QA0193WI Calcium Ascorbate Solution Test Instructions). Calcium Ascorbate will be verified hourly when in the Tumbler Room.
 - c) Prep Calcium Ascorbate Solution bags according to instructions for the next day's production. (Eight bags per red batch tub) A barcoding license plate will need to be generated by the Raw Room Lead for each tub prepped. Repeat process throughout the entire shift until all bins are filled.
 - d) Monitor Firmness of whole apples twice per shift (QA0195WI Brix Test Work Instruction and QA0196WI Fruit Firmness Test Work Instruction).
 - e) Document apple lot codes and dates throughout shift on QA0010FO Apple Raw Room Check Sheet.
 - f) **Flume:** Op Checker verifies Tank 2 Peracetic Acid Concentration and Tank 3 for Nature Seal or Calcium Ascorbate Concentration. **Batching/Tumbler Room:** verify sliced apples Peracetic Acid Concentration hourly and concentration of Calcium Ascorbate tubs hourly.
- 8 **Carrots:**
 - a) Verify Klormon strength for each carrot Tumble using the Free Chlorine High (0-120 ppm) test strips. Communicate with Tumbler Room Line Lead to accomplish this. Reference Carrot HACCP plan and Carrot CCP Monitoring form (QA0314FO) for instructions.
 - b) Tumble time must be 10-20 minutes and no more than 400 lbs of carrots tumbled at a time.

3/9/2017

- c) Once per hour, with QA assistance, check the vacuum for the tumblers to insure it is at the recommended level according to QA0033FO Carrots Tumbler Room Check.
 - d) Prep Calcium Chloride batches according to instructions on QA0036FO Carrot Dip Weighing Log. (Twenty bags per blue batch tub) A barcoding license plate will need to be generated by the Tumbler Room Line Lead for each tub prepped. Repeat process until all blue tubs are full.
- 9 Sanitize hands between Batching Area and Tumbler Room. Wash hands and change PPE (gloves, sleeves, and apron) if contamination occurs.
 - 10 Supply Tumbler Room with batching mixes as needed. Limit time in Tumbler Room only to test solutions.
 - 11 Performs visual verification and pre-shipment review for Apple CCP (Refer to Apple HACCP Plan and Apple CCP monitoring form QA0440FO for instructions).
 - 12 Identify deviations in the production process and communicate to the Line Lead, operators, and quality personnel to make the required corrections in the process to insure quality goals are being met.
 - 13 Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
 - 14 Responsible for completing records associated with monitoring checks.
 - 15 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, and frequent lifting of 10-55 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales, chemicals, refractometer, penetrometer and other equipment needed to complete quality checks.

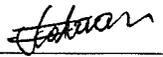
TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of Op-checker training checklist (QA0417FO).

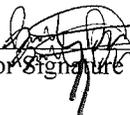
SIGNATURES

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.

ABDI Salan Balur
Employee Printed Name


Employee Signature

mar-9-2017
Date


Supervisor Signature

Job Description

Line Sanitation Employee

SUMMARY

Responsible for the sanitizing of production equipment during production hours. Employees will also be responsible to verify concentration of sanitizers and the functionality of sanitation equipment. At their supervisor's request they may disassemble some equipment, wash and clean the equipment, and prepare for inspection in the morning prior to general operations start up, use low pressure water hoses and or various cleaning chemicals and sanitizers, if they have undergone all necessary training to do so. Includes cleaning of welfare areas and outside property as assigned. If absent, another trained employee or trained back-up will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, disposable sleeves, clear vinyl gloves, clean smock, blue bump cap, yellow rubber boots, and goggles as needed.
2. Must complete safety training associated with any chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. May need to use pallet jack or barrel dollies to move materials. Employee works closely with other operators to attain daily production goals.
4. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 4 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
5. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.
6. Responsible for inspecting and filling dry sanitizer mats throughout the shift, inspecting and sprinkling dry sanitizer underneath exposed product lines, sprinkling dry sanitizer in front of the Orics 6 and Tumbler room entrances every three hours.
7. Responsible for sanitizing all Zone 1 equipment areas of the production rooms during break time and then also sanitizing the carrier plates and side guards on the tray filling machines hourly using a hand pump sprayer with an approved sanitizer in it. Control Panels on tray filling equipment should be sanitized at every break time also. All employees not involved in the sanitation process should be asked to move away from the line during the sanitation process. Do not sanitize until all product is removed from the line and all employees are away from the line.
8. Responsible for ensuring squeegee baths have the proper concentration of 800-1200ppm Multiquat in them. Baths shall be refilled if they have changed color due to dirty water or debris, if there is excessive amounts of debris in them or if the concentration is outside range. The high range blue MultiQuat hose would then be used to refill the bath.
9. Sanitize the conveyor guards in the exposed product areas hourly.

4/25/2017 & 16/2016

PHYSICAL 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 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO) Chemical Safety, Food Safety/Allergen Control and FDA SSOP training.

EQUIPMENT/MACHINERY USED

Hand Pump Sprayers, Garden Hoses, Dip Depositors, Pallet Jacks and Barrel Dollies

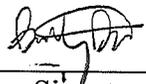
SIGNATURES

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ABDIELAN BAHUR
Employee Printed Name


Employee Signature

04-25-17
Date


Supervisor Signature

Job Description Machine Operator

SUMMARY

Responsible for the overall efficient and safe performance of the production line equipment. Includes the Orics 6, Multivac, Rotary, dip depositors, dry product depositor, carrot solution sprayer, conveyors, tray flippers, metal detector, card applicators, and gluers. 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, red bump cap, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
3. Operate the assigned machine in the most efficient, safe and cost effective way possible as outlined by company policies and metrics.
4. Required to begin working 30 minutes before start up time.
5. Ensure equipment has been properly re-assembled following the sanitation shift. Set up the production equipment before the start of each shift. Ensure equipment is in the proper location.
6. Before start up, conduct Pre Operational Sanitation Inspection and complete checklist QA0085FO.
7. Coordinate with the Lead or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
8. Coordinate with Tumbler Room and Production Scanner to insure the raw materials and packaging materials needed for production are available and scanned to production room.
9. Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
10. Install the head of the machine on the Orics 6 and Rotary.
11. Install carrier plates on the Rotary at start up and at changeovers.
12. Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
13. After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for start up of production.
14. Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
15. Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
16. Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
17. Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.
18. Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.

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19. Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.
20. Check tray seals throughout the day to insure film peels correctly.
21. Ensure product and trays have been depleted before mid shift sanitation begins.
22. Remove head on Orics 6 and Rotary to prepare for sanitation at the end of production run.
23. Assure the machine is wiped down, dip is wiped off, and product is removed for sanitation at the end of the production run.
24. Assist in preparing machine for sanitation.
25. Assist Production Supervisor to identify challenges in the production line, so a plan to solve them can be created.
26. Help train new employees on tasks they are to perform on the line and answer questions that arise.
27. Monitor machine and line operation.
28. Ensure the the machine and room are clean at all times.
29. At the end of the production run, remove the machine head (Orics and Rotary only), barrel, and film and verify they are returned to the correct location.
30. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
31. 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 Machine Operator Training.

JOB REQUIREMENTS

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

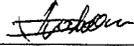
EQUIPMENT/MACHINERY USED

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

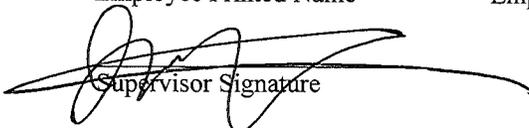
SIGNATURES

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ABD ISALAN BAHUR
Employee Printed Name


Employee Signature

5-10-17
Date


Supervisor Signature