

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 policies.
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.

12/23/2016 8/16/2016

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

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.

Ahmed Hagi
Employee Printed Name

Ahmed
Employee Signature

12-23-16
Date

[Signature]
Supervisor Signature

7/25/2016

U

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. May be required to work an occasional Saturday and/or Sunday as needed.

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.

Ahmed Hedi
Employee Printed Name

Ahmed
Employee Signature

7-25-16
Date

[Signature]
Supervisor Signature