

## **Job Description**

### **Tumbler Room Carrot Tumbler Operator**

#### **SUMMARY**

Responsible for treating and preparing raw carrots for packaging while following company guidelines.

#### **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. Set up soaking station, including white tubs, for soaking tumbled carrots in Calcium Chloride. Set up both tumblers for entire day of production. Sanitize the inside and outside of both tumblers prior to start.
4. Mix Calcium Chloride between tumblers. Take a premixed bag of Calcium Chloride, dump it into the designated container and fill with water. Stir to dissolve then dump into the Calcium Chloride tank. Add water to the fill mark in the tank (50 gallons).
5. Fill the tumblers with sixteen 25lb. bags of carrots.
6. Fill tumblers from the red Klorman hose until carrots are covered.
7. Notify Op Checker that the CCP check may be performed.
8. If CCP check is acceptable, place cover over the opening of the tumbler, secure tightly and set the vacuum to 8-10 Hgs.
9. Turn on the tumbler.
10. While the tumbler #1 is tumbling between ten and twenty minutes, repeat steps 5-9 for Tumbler #2.
11. When a tumble is complete, rotate the tumbler and slowly remove the cover. Slowly rotate the tumbler forward, draining the water and pouring the carrots into slotted trays.
12. Place slotted trays into white tubs for soaking in Calcium Chloride solution.
13. Once all tubs are full of slotted trays, take the clear hose from Calcium Chloride tank and fill tubs. Soak the carrots for a minimum of five minutes and a maximum of 20 minutes.
14. Once soaking time is complete, take each slotted tray and slide into the stainless steel racks. Starting with the top rack, moving to the bottom rack. There will be six trays per rack.
15. Repeat steps 5 through 14 throughout the entire shift.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.

17. 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, lifting up to 50 lbs., and push and pull up to 500 lbs. with mechanical assistance.

**EQUIPMENT/MACHINERY USED**

Tumblers and hoses

**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.

Ashley Gehredneil  
Employee Printed Name

Ashley  
Employee Signature

09-17-13  
Date

[Signature]  
Supervisor Signature

## **Job Description**

### **Tumbler Room Apple Slicer Operator**

#### **SUMMARY**

Responsible for slicing apples while managing company processes, procedures and safe food handling practices.

#### **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 Tumbler Room wearing yellow boots, white rain pants, and goggles.
3. Inspect apple slicers to ensure all parts of the equipment are put back together and that the equipment is clean from sanitation.
4. Turn on slicers to warm them up for the start of shift.
5. Rinse the slicer with Klorman from the Klorman hose.
6. When the Line Lead approves startup, remove the weight from the top of the first tub of whole apples, and place it on the second tub.
7. Begin slicing, picking up apples out of the tub and placing them in the holes on the slicer. Place the apples with the stem sticking straight up.
8. Continue this process until all of the whole apples from the tub have been sliced. The goal is to fill any holes in the table as the table spins in a circle.
9. Periodically check the clear slotted tray below the chutes to see how full they are.
10. Once the tray is full (approximately 21 pounds) lift the tray out of the Klorman tub. Turn the tray sideways and rest it on top of the Klorman tub. Rinse the sliced apples with water from the blue hose.
11. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
12. Retrieve a sanitized slotted tray and place it under a slicer shoot for filling.
13. Once the tub of whole apples is empty, rotate the stainless steel cart 180 degrees, and remove the weight from the next tub of whole apples.
14. Repeat steps 7-14 throughout the shift.
15. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
17. Other duties as assigned by the Assistant Supervisor and Production Supervisor.

9/10/2013 3:56:00 PM

### 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, repetitive arm and wrist movement, push/pull up to 150 lbs., and lifting of up to 50 lbs.

### EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, and hoses.

### 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.

Aklilu Eyobredigal  
Employee Printed Name

Aklilu  
Employee Signature

09-17-13  
Date

[Signature]  
Supervisor Signature

## **Job Description Tumbler Room Sanitor**

### **SUMMARY**

Responsible for cleaning and maintaining the raw product room.

### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue bump cap, blue apron, white rain pants, disposable sleeves, blue 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. Sanitize the slicers and tumblers with quat after initial setup has been completed.
4. Setup black garbage bags, one clear garbage bag, and place apple core buckets under the slicer.
5. Responsible for keeping apple core buckets empty during production. When buckets are full, empty into the black garbage bags. This process is repeated throughout the day.
6. Remove full garbage bags from the skeletons and pass through the door to the Assistant Sanitor.
7. Carefully squeegee the floor to remove excess water and debris.
8. Sanitize the room periodically with quat around the table legs, slicer legs, stainless steel carts and stainless steel racks.
9. Responsible for picking up fallen tools or equipment and sanitizing them as described below.
  - a) Zone 1 items (paddles, scoops, apple tubs, slotted trays, etc) that fall on the floor need to be marked "to be cleaned" and placed in the sanitation area for proper cleaning. Each sink (MV1, MV2, and Tumbler Room) will have one compartment designated for items "to be cleaned". The other two compartments will be designated for "clean items."
  - b) Nuts, bolts, and other small items will be placed in a container near the "to be cleaned" section of the three compartment sink by the Sanitor or maintenance personnel (gloves and sleeves must be changed). If these small items are needed immediately, maintenance could use them after washing them using Orbit (in a hand pump container) and Sani-wiping them.
  - c) Knives (need to be opened), tools (if not complex tools), and pens need to be thoroughly sanitized.
  - d) Generally, only Sanitors can pick up these items from the floor (exceptions are Maintenance, Line Leads or Supervisors who must follow the proper handling instructions).
10. Manage any drain issues or notify the Production Supervisor or Assistant Supervisor if unable to correct issue.

9/11/2013 8:06:00 AM

11. Do not come in contact with other employees, product, or product equipment.
12. This position does not rotate with other Tumbler Room positions during the same shift.
13. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
14. 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, must possess physical stamina with a range of motion and dexterity, and repetitive lifting of 30 to 50 lbs.

### **EQUIPMENT/MACHINERY USED**

Squeegee, shovel, and hoses.

### **TRAINING REQUIREMENTS**

New Employee Orientation, New Sanitation/Production Employee Training (ST0021FO), 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.

Akshita Crebrenjeil  
Employee Printed Name

Akshita  
Employee Signature

09-17-13  
Date

[Signature]  
Supervisor Signature

## Job Description Tumbler Room Sanitor Assistant

### SUMMARY

Responsible for breaking down apple boxes and maintaining the cleanliness of the hallway.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, and disposable boots. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Remain in the hallway outside of the tumbler room and break down apple boxes as they are placed on the garbage skeleton.
3. Bag all apple box filler material and pallet wrap, as well as any other miscellaneous garbage from inside the tumbler room.
4. Assist Production Sanitor from MV1/O6 by taking garbage outside of the MV1/O6 hotbox area.
5. Once totes of garbage and cardboard are full, use a pallet jack to move them to their appropriate location in the warehouse.
6. As needed, bail cardboard and throw garbage into the trash compactor located outside of the plant.
7. Once or twice daily, squeegee water and loose debris in the hallway. Dispose of the debris.
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

Pallet jack, safety knife, squeegee, and dust pan.

### 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.

Aklilu Gebrednigil  
Employee Printed Name

Aklilu  
Employee Signature

09-17-13  
Date

[Signature]  
Supervisor Signature

## **Job Description Sanitation Employee Level 1**

### **SUMMARY**

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble and reassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-ups will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Know and understand cleaning procedures and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use SDS information when needed.
3. Understand the operational controls of production lines and other equipment scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials.
5. Employee works closely with other operators to attain daily production goals.
6. Must be able to do physically demanding work with some lifting, up to 50 lbs. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
7. Comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and any other company or outside regulatory policies.
8. Maintain legible and accurate records for daily sanitation activities and chemical concentrations.
9. Knowledge and understanding of how to test chemical concentrations and use basic multiplication/addition/subtraction/division to figure out the correct concentrations and to achieve the desired mix ratio when mixing chemicals.
10. Must retain knowledge of all cleaning procedures necessary to the position.
11. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.
12. Attend all department and plant meetings as well as complete all requested trainings and testing.
13. Dismantle, clean, reassemble and inspect particulate depositors, dip depositors, flume equipment, line packaging, filling, conveying and sealing equipment, etc.
14. Use approved cleaning equipment, such as squeegees, brushes, portable foamers, etc. to ensure accurate cleaning of the equipment being cleaned.
15. Perform miscellaneous duties as assigned.

3/14/2017

**PHSICAL 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 up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity. This position requires the employees to work with a wide range of hazardous chemicals. This is a fast paced team oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. This position requires the manual disassembly of conveyors, dip/particulate depositors, piping and other equipment as needed. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. 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), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

**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, barrel dollies, pallet jacks, dip depositors, box/ tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

**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>ARILU GEBRENGIZ</u>	<u></u>	<u>3-17-17</u>
Employee Printed Name	Employee Signature	Date
<u></u>		
Supervisor Signature		



## **Job Description Sanitation Employee**

### **SUMMARY**

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-up will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. Understand the operational controls of production lines scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials. Employee works closely with other operators to attain daily production goals.
5. Must be able to do physically demanding work with some lifting, up to 50 lbs.. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
6. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.
7. Must retain knowledge of all cleaning procedures necessary to the position.
8. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.

### **PHSICAL 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 up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity. This position requires the employees to work with a wide range of hazardous chemicals. This is a fast paced team oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. May be required to work an occasional Saturday and/or Sunday as needed.

| 7/13/2016 7/7/2016

**TRAINING REQUIREMENTS**

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

**EQUIPMENT/MACHINERY USED**

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/ tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

**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.

*Allice Gebredingil*  
Employee Printed Name

*Allice*  
Employee Signature

*7-13-16*  
Date

*[Signature]*  
Supervisor Signature

## Job Description Sanitation Employee

### SUMMARY

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned.

### PRIMARY RESPONSIBILITIES

1. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. Understand the operational controls of production lines scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials. Employee works closely with other operators to attain daily production goals.
5. Must be able to do physically demanding work with some lifting, up to 50 lbs.. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
6. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
7. Must retain knowledge of all cleaning procedures necessary to the position.
8. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.

### PHSICAL 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 up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity. This position requires the employees to work with a wide range of hazardous chemicals. This is a fast paced team oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE.

### TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

### EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

### 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.*

Employee Printed Name

Employee Signature

8-10-15  
Date

Supervisor Signature