

## Job Description North Plant Lid Fastener

### SUMMARY

Responsible for rotating between positions at the start of the production line. The duties of each position will include: placing the lids on trays filled with components. 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):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices), vinyl gloves.
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### Lid Fastener

5. Verify tray has the appropriate amount of components and in the correct compartments.
6. Place lid on tray insuring all sides have snapped together.
7. Insure the correct top label is being used.
8. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
9. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.

### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

These positions are in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive arm and hand movement, and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### EQUIPMENT/MACHINERY USED

Conveyor

### TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

10/2/2017

## 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.

Alan G. Opiew  
Employee Printed Name

[Signature]  
Employee Signature

10.02.17  
Date

[Signature]  
Supervisor Signature