9/10/2013 3:56:00 PM

Amina Elimi

Job Description
Tray Filler

SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, 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. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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

None

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.

Employee Printed Name | Employee Signature | Date 9/17/2013

Amina Elmi under Supervisor

Supervisor Signature