

Anne

Mees

Job Description General Op Checker

SUMMARY

Responsible for the inspection of production processes in a fast pace environment to ensure quality and food safety 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, blue vinyl gloves, clean smock, and yellow rubber boots. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices) when necessary.
3. Wash hands thoroughly and be prepared for production to begin at the start time for the room you will be working in.
4. Sanitize work station, scales, clipboards, calculator and other equipment with Sani-wipes.
5. Responsible for maintaining a clean and tidy work station throughout and after shift.
6. Maintain legible and accurate documentation of records throughout the production process.
7. At the start-up of each production line and at the frequency specified thereafter in the FDA Label Verification Work Instruction (QA0483WI), perform a verification of the materials being used against the Operations Product Specification.
8. Perform Finished Product and Component weight checks as stated in the Product, Sampling and Analysis Procedure (QA0254PR).
 - a. Communicate any low or high weights appropriately with Machine Operators and Supervisors for corrective action.
9. Monitor Gas Residual for MAP packaging throughout shift as stated in QA0254PR.
10. Evaluate package seals and visual quality of product throughout operations.
11. Complete Operational QC Checklists approximately every 30 minutes.
 - a. Product evaluation, seal evaluation, tray counts, and tray positions in finished goods packaging
 - b. Monitor and audit depositor parts to insure no foreign materials present hazards to product.
 - c. Monitor and record lot numbers for dips and trays used in production process for traceability purposes.
12. Identify deviations in the production process and communicate to the Production Supervisor, 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 Lead and Production Supervisor.

7/19/2016

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and frequent lifting of less than 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales, gas analyzer and other equipment/utensils needed to complete quality checks.

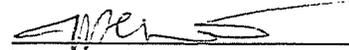
TRAINING REQUIREMENTS

New Employee Orientation, on the job 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.

ANNIE MEAS
Employee Printed Name


Employee Signature

07-13-2017
Date


Supervisor Signature

Job Description Tray Feeder for Card Applicator

SUMMARY

Responsible for visually inspecting underside of product trays and aligning trays for card application process.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Perform visual checks of the underside of product trays for damage to trays.
3. Dispose of trays that do not meet the physical specification into clear garbage bags.
4. Align trays on the conveyor face down, one tray per space, with dip compartment away from you.
5. If trays are flowing too fast, place trays into a WIP container.
6. As time permits, transfer WIP trays onto the conveyor to flow through the card applicator.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. 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/arm motions, and occasional lifting of up to 30 lbs.

EQUIPMENT/MACHINERY USED

Tray flipper, conveyor, gluer, and card applicator.

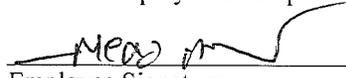
TRAINING REQUIREMENTS

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.

Anna MEAS
Employee Printed Name


Employee Signature

09.17.13
Date


Supervisor Signature