



Job Description Production Scanner

SUMMARY

Responsible for supplying and accurately scanning all materials needed for production.

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. Provide all necessary materials to production.
3. Stand at the threshold of production room but do not enter production room.
4. Scan all materials into the correct manufacturing bins.
5. Verify quantity of materials on a License Plate.
6. Enter adjustment to provide exact quantities on a pallet for a License Plate.
7. Insure materials no longer necessary for production are returned to the correct bin location.
8. Assist with cycle counts to insure inventory is accurate.
9. Verify the WOW system to insure inventory in the manufacturing bins are still necessary for production. Verify with the Machine Operator or Line Lead to insure the quantities in the production room match with WOW inventory.
10. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
11. Other duties as assigned by the Assistant Supervisor or Production Supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time, continuous walking, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand motions, and repetitive lifting up to 50lbs, and frequent pushing/pulling of up to 2500 lbs. with mechanical assistance.

EQUIPMENT/MACHINERY USED

Scanner, pallet jack, forklift, dip dolly, WOW computer and safety knife.

TRAINING REQUIREMENTS

New Employee Orientation and on the job training. On the job training for scanner software. Knowledge of Reichel Foods' operations is 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.

Chad Singler
Employee Printed Name


Employee Signature

9/11/14.
Date


Supervisor Signature

2/10/2017

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Job Description Plant Warehouse Worker

SUMMARY

Duties include scanning/bar-coding, shipping, receiving, storing, production line goods replenishment and may include transfer of goods from the production plant to the warehouse along with weekly/daily inventories as needed. If absent, a trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts and pallet jacks and bar-coding instruments.
2. Ensure both the equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Helps set up the production lines before the start of production by supplying required raw material and ingredients along with making sure all products and raw materials are out of the production area and put away at the end of the night for sanitation.
4. Coordinates with production, production supervisors, straight truck drivers, and distribution center staff to ensure proper loading, documenting and shipping of both raw and finished materials.
5. Keeps supplies readily available for the production lines.
6. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift.(SF0001FO)
7. Stores raw materials and ingredients in designated areas.
8. Completes shipping and receiving inspection paperwork and cleaning checklists as outlined in company policies and sends paperwork to office personnel.
9. Completes physical inventory and cycle counts with accuracy.
10. Accurate use of bar-coding scanner system to receive, distribute, and ship materials/finished goods.
11. In the event of production ending without the Supervisor notifying the CDL Driver that the trailer door is shut and the trailer is ready to leave the apple dock; the CDL Driver will contact Warehouse to have a Plant Warehouse Worker verify the scene is safe to pull away from the production facility.
- ~~11.~~ 12. Keeps the warehouse, hallways, outside and upstairs storage areas organized and clear of obstructions.
- ~~12.~~ 13. Adheres to company employee hygiene practices, company food safety, and employee safety rules and policies.
- ~~13.~~ 14. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position works in a warehouse environment and will involve standing and walking for up to 4 hour periods at one time, working in temperatures that can range from 36 degrees up to 60 degrees Fahrenheit, lifting/stacking up to 50lbs., pushing and pulling up to 2000lbs on wheels, repetitive bending arms and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

2/10/2017

Forklift, Pallet Jack, Safety Knife, WOW computer, Scanner, Pallet Scale.

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New employee training checklist (WH0014FO) and 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.

Chad Singkeo
Employee Printed Name

[Handwritten Signature]
Employee Signature

2/16/17.
Date

[Handwritten Signature]
Supervisor Signature

Job Description Dry Storage Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Dry Storage Warehouse to the main plant by use of both mechanical and physical devices.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts, pallet jacks and bar-coding instruments.
2. Ensures both equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Completes inventory cycle counts as required through the use of the bar-coding network along with physical counts.
4. Stores raw materials and ingredients in designated areas segregated by allergens and use by dates.
5. Completes shipping and receiving paperwork as outlined in company policies and sends paperwork to office personnel at the end of each shift. (WH0001PR, WH0004FO, WH0009WI).
6. Assembles raw material orders to be shipped to the plant by physically stacking items that weigh up to but not to exceed 50lbs on a continuous basis.
7. Completes Reichel product inventory on an as need basis.
8. Maintains a clean and safe warehouse at all times.
9. Other duties as assigned by the Warehouse Supervisor.

PHYSICAL ENVIRONMENT

This position works in a warehouse environment and will involve standing walking for up to 4 hour periods at one time, working in temperatures that can range from 36 degrees up to 60 degrees Fahrenheit, lifting/stacking up to 50lbs., pushing and pulling up to 2000lbs on wheels, repetitive bending arms and hand movement.

EQUIPMENT/MACHINERY USED

Forklift, Pallet Jack, Safety Knife, WOW computer, and scanner.

TRAINING REQUIREMENTS

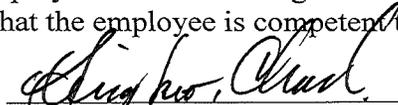
New Employee Orientation, Warehouse New Employee Training Checklist (WH0014FO) and on the job training.

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.

CHAI SINGKEO

Employee Printed Name



Employee Signature

9/25/13

Date



Supervisor Signature

Job Description Plant Warehouse Worker

SUMMARY

Duties include scanning/bar-coding, shipping, receiving, storing, production line goods replenishment and may include transfer of goods from the production plant to the warehouse along with weekly/daily inventories as needed.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts and pallet jacks and bar-coding instruments.
2. Ensure both the equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Helps set up the production lines before the start of production by supplying required raw material and ingredients along with making sure all products and raw materials are out of the production area and put away at the end of the night for sanitation.
4. Coordinates with production, production supervisors, straight truck drivers, and distribution center staff to ensure proper loading, documenting and shipping of both raw and finished materials.
5. Keeps supplies readily available for the production lines.
6. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift.(SF0001FO)
7. Stores raw materials and ingredients in designated areas.
8. Completes shipping and receiving inspection paperwork and cleaning checklists as outlined in company policies and sends paperwork to office personnel.
9. Completes physical inventory and cycle counts with accuracy.
10. Accurate use of bar-coding scanner system to receive, distribute, and ship materials/finished goods.
11. Keeps the warehouse, hallways, outside and upstairs storage areas organized and clear of obstructions.
12. Adheres to company employee hygiene practices, company food safety, and employee safety rules and policies.
13. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT

This position works in a warehouse environment and will involve standing and walking for up to 4 hour periods at one time, working in temperatures that can range from 36 degrees up to 60 degrees Fahrenheit, lifting/stacking up to 50lbs., pushing and pulling up to 2000lbs on wheels, repetitive bending arms and hand movement.

EQUIPMENT/MACHINERY USED

Forklift, Pallet Jack, Safety Knife, WOW computer, Scanner, Pallet Scale.

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New employee training checklist (WH0014FO) and the job training.

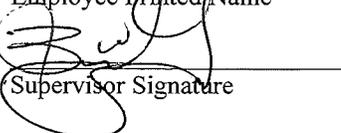
SIGNATURES

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CHAD SINGKED
Employee Printed Name


Employee Signature

9/25/13
Date


Supervisor Signature

Job Description Distribution Center Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Distribution Center Warehouse to the main plant by use of both mechanical and physical devices.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts, pallet jacks and bar-coding instruments.
2. Ensures both equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Completes inventory cycle counts as required through the use of the bar-coding network along with physical counts.
4. Stores raw materials and ingredients in designated areas segregated by allergens and use by dates.
5. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift.(SF0001FO)
6. Completes shipping and receiving paperwork as outlined in company policies and sends paperwork to office personnel at the end of each shift. (WH0001PR, WH0004FO, WH0009WI).
7. Assembles raw material orders to be shipped to the plant by physically stacking items that weigh up to but not to exceed 50lbs on a continuous basis.
8. Completes Reichel product inventory as needed.
9. Maintains a clean and safe warehouse at all times.
10. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT

Work condition includes bending, frequent movement along with lifting/stacking up to 50lbs throughout the day and standing for long periods of time in temperature that are continuously under 50 degrees.

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, safety knife, WOW computer, and scanner.

TRAINING REQUIREMENTS

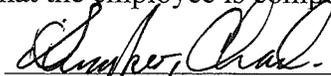
New Employee Orientation, Warehouse New Employee Training Checklist (WH0014FO) and on the job training.

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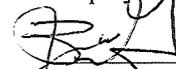
CHAD SINGKEO

Employee Printed Name


Employee Signature

9/25/13

Date


Supervisor Signature

7/13/2016

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Job Description

Distribution Center Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Distribution Center Warehouse to the main plant by use of both mechanical and physical devices. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

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8. Completes Reichel product inventory as needed.
9. Maintains a clean and safe warehouse at all times.
10. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work condition includes bending, frequent movement along with lifting/stacking up to 50lbs throughout the day and standing for long periods of time in temperature that are continuously under 50 degrees. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, safety knife, WOW computer, and scanner.

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New Employee Training Checklist (WH0014FO) and on the job training.

SIGNATURES

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Harj Singh
Employee Printed Name

[Handwritten Signature]
Employee Signature

7/22/16
Date

[Handwritten Signature]
Supervisor Signature

7/13/2016

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Chael

Job Description Dry Storage Warehouse Worker

SUMMARY

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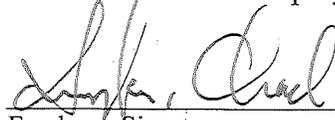
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7/13/2016

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OLUO D. SINGKEO
Employee Printed Name


Employee Signature

7/22/16
Date


Supervisor Signature

7/13/2016

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TRAINING REQUIREMENTS

7/13/2016

New Employee Orientation, Warehouse New employee training checklist (WH0014FO) and the job training.

SIGNATURES

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CHAD SINGERO
Employee Printed Name

Chad S. S.
Employee Signature

7/22/16
Date

PLH
Supervisor Signature