

## **Job Description Machine Operator**

### **SUMMARY**

Responsible for the overall efficient and safe performance of the production line equipment. Includes the Orics 6, Multivac, Rotary, dip depositors, dry product depositor, carrot solution sprayer, conveyors, tray flippers, metal detector, card applicators, and gluers.

### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, 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. Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
3. Operate the assigned machine in the most efficient, safe and cost effective way possible as outlined by company policies and metrics.
4. Required to begin working 30 minutes before start up time.
5. Insure equipment has been properly re-assembled following the sanitation shift. Set up the production equipment before the start of each shift. Insure equipment is in the proper location.
6. Before start up, conduct Pre Operational Sanitation Inspection and complete checklist QA0085FO.
7. Coordinate with the Assistant Supervisor or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
8. Coordinate with Tumbler Room and Production Scanner to insure the raw materials and packaging materials needed for production are available and scanned to production room.
9. Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
10. Install the head of the machine on the Orics 6 and Rotary.
11. Install carrier plates on the Rotary at start up and at changeovers.
12. Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
13. After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for start up of production.
14. Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
15. Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
16. Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
17. Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.

18. Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.
19. Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.
20. Check tray seals throughout the day to insure film peels correctly.
21. Insure product and trays have been depleted before mid shift sanitation begins.
22. Remove head on Orics 6 and Rotary to prepare for sanitation at the end of production run.
23. Oversee the machine is wiped down, dip is wiped off, and product is removed for sanitation at the end of the production run.
24. Assist in preparing machine for sanitation.
25. Assist Production Supervisor to identify challenges in the production line, so a plan to solve them can be created.
26. Help train new employees on tasks they are to perform on the line and answer questions that arise.
27. Monitor machine and line operation.
28. Insure the the machine and room are clean at all times.
29. At the end of the production run, remove the machine head (Orics and Rotary only), barrel, and film and verify they are returned to the correct location.
30. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
31. 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, requires frequent lifting of up to 50 lbs., unassisted, and moving product up to 2500 lbs. with mechanical assistance.

### **EQUIPMENT/MACHINERY USED**

In-line packaging equipment, conveyors, card applicators, dolly, pallet jack, depositors, tapers, Video Jet, and mechanical flippers.

### **TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, LOTO Training, Chemical Training, and Machine Operator 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.

Channap Reth  
Employee Printed Name

Channap Reth  
Employee Signature

3/1/15  
Date

Isabel Garcia  
Supervisor Signature

*je* *Chammap*  
*Reth*

## Job Description Hopper Filler

### SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, goggles, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices).
2. Insure product hopper on designated machine is supplied with RTE product.
3. MV1 and Orics 6: Hopper Filler brings cart filled with full slotted trays from the Tumbler Room window to designated line.
  - a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
  - b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
  - c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
4. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
  - a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
  - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
  - c) Sanitize rack before loading additional full slotted trays.
5. Visually inspect and physically run hands around lip to check for cracks and missing pieces.
6. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
7. 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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs.

### EQUIPMENT/MACHINERY USED

Stainless steel carts

### 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.

*Chammap Reth*  
Employee Printed Name

*Chammap*  
Employee Signature

*3/30/15*  
Date

*Chammap Reth*  
Supervisor Signature

*JK*

# Job Description Taper

## SUMMARY

Responsible for feeding finished cases through the automatic taping machine.

## 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. Visually inspect open box for the correct amount of trays.
3. Fold down box lid and transfer through taping machine.
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 repetitive lifting of up to 10 lbs.

## EQUIPMENT AND MACHINERY USED

Conveyor

## 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.

Chamap Reth  
Employee Printed Name

*WR*  
Employee Signature

6/10-14  
Date

*WR*  
Supervisor Signature

## Job Description Cartoner



### SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers.

### 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. Visually check for correct card placement and code date on trays.
3. Place the appropriate amount of finished product trays into the correct display box.
4. Lift flat corrugated shippers onto the table as needed.
5. Assemble display boxes as needed.
6. Place display box into a corrugated shipper if needed.
7. Place finished box on the conveyor.
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 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

Conveyor

### 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.

Channap Beth  
Employee Printed Name

we  
Employee Signature

6/18/14  
Date

we  
Supervisor Signature