

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

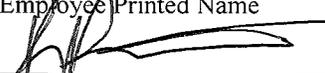
TRAINING REQUIREMENTS

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.

Channa mat  9/24/13
Employee Printed Name Employee Signature Date


Supervisor Signature

**Job Description
Card Applicator Operator
(Orics 6 and Rotary ONLY)**

SUMMARY

Operate card applicator and insure the nutritional back cards are aligned properly, cards are firmly pressed onto glue, and Video Jet is working and printing correctly.

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. Align the card correctly on the tray, press firmly onto the glue.
3. Fill card applicator with the correct back cards as needed during production.
4. Verify code dates are correct.
5. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
6. 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

Conveyor, gluer, card applicator, and Video Jet

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

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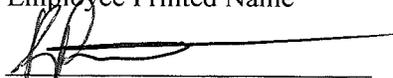
Employee Printed Name



Employee Signature

9/24/13

Date



Supervisor Signature

Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment.

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 final case label placement.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
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 movements, and repetitive lifting of up to 25 lbs.

EQUIPMENT AND MACHINERY USED

Pallet jack

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.

Channa Mak
Employee Printed Name

CM
Employee Signature

9/24/13
Date

RP
Supervisor Signature

Job Description Post-Packaging Inspector

SUMMARY

Inspect product trays for correct weights and quality immediately after sealing and prior to final packaging step.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, disposable sleeves, 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 and physical checks immediately after sealing to ensure quality requirements are met.
3. Weigh any tray that appears below the standard weight.
4. Dispose of trays below the lower control limit (LCL) into clear garbage bag.
5. Transfer inspected product through tray flipper.
6. Rotary equipment only: after performing inspection, manually place trays face down on card applicator conveyor.
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, and scale.

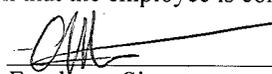
TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

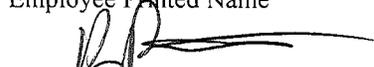
SIGNATURES

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Channa Mak
Employee Printed Name


Employee Signature

9/24/13
Date


Supervisor Signature

Job Description Pre-Packaging Inspector

SUMMARY

Inspect product trays prior to sealing of packages.

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. Visually inspect the product to insure the proper weights are being attained and add or remove product as necessary.
3. Visually inspect the product to insure that there is no overhanging product or dip on the trays' sealing surface area. Adjust or remove produce and/or dip to insure proper sealing. If unable to correct, dispose of tray in clear garbage bag.
4. Inform Machine Operator of dip or produce issues, such as dip trailing and light weights.
5. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
6. 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 motion, and occasional lifting of up to 10 lbs.

EQUIPMENT/MACHINERY USED

None

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

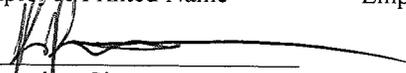
SIGNATURES

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Chavna Mak
Employee Printed Name


Employee Signature

9/24/13
Date


Supervisor Signature

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

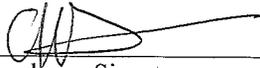
TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

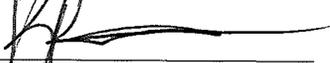
SIGNATURES

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Channa Mak
Employee Printed Name


Employee Signature

9/24/13
Date


Supervisor Signature

