



Job Description GMP Monitor

SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.
9. Act as a "buddy" to new employees in the exposed product areas. Will coach newer employees in GMPs.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical 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.

CHAW SHINE
Employee Printed Name

Chaw Shine
Employee Signature

10/16/14
Date

[Signature]
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 (QA0183 WI 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

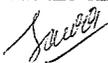
TRAINING REQUIREMENTS

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.

CHAW SHINE
Employee Printed Name


Employee Signature

09-24-13
Date


Supervisor Signature

Job Description Tumbler Room Op Checker

SUMMARY

Responsible for the inspection of production processes to ensure quality requirements are met. If absent, another trained employee or a trained back up will be scheduled to cover all 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, goggles, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
3. Wash hands thoroughly and be prepared for production to begin at time of Tumbler Room employees arrival to the Tumbler room.
4. Sanitize work station in batching area with Sani-wipes.
5. Responsible for maintaining a clean and tidy work station suitable for product contact before, throughout and after shift.
6. Insure stainless steel scoops are being used for all preservative ingredients.
7. Apples:
 - a) Verify Klormon strength out of the red hoses for sliced apple rinse with Free Chlorine High (0-120 ppm) Test Strips.
 - b) Verify the concentration of Calcium Ascorbate Solution hourly (QA0193WI Calcium Ascorbate Solution Test Instructions).
 - c) Prep Calcium Ascorbate Solution bags according to instructions on QA0009FO Apple Solution Weighing Log for the next day's production. (Eight bags per red batch tub) A barcoding license plate will need to be generated by the Tumbler Room Lead for each tub prepped. Repeat process throughout the entire shift until all bins are filled.
 - d) Monitor Brix and Firmness of whole apples twice per shift (QA0195WI Brix Test Work Instruction and QA0196WI Fruit Firmness Test Work Instruction).
 - e) Document apple lot codes and dates throughout shift on QA0010FO Apple Tumbler Room Check Sheet.
8. Carrots:
 - a) Verify Klormon strength for each carrot Tumble using the Free Chlorine High (0-120 ppm) test strips. Communicate with Tumbler Room Line Lead to accomplish this. Reference Carrot HACCP plan and Carrot CCP Monitoring form (QA0314FO) for instructions.
 - b) Tumble time must be 10-20 minutes and no more than 400 lbs of carrots tumbled at a time.

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

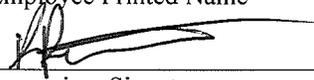
TRAINING REQUIREMENTS

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.

CHAW SHINE
Employee Printed Name


Supervisor Signature


Employee Signature

09-24-13
Date

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 a trained back up will be scheduled to cover all 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 Assistant 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 Assistant Supervisor and Production Supervisor.

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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.

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.

CHAW SHINE
Employee Printed Name


Employee Signature

09-24-13
Date


Supervisor Signature

*Chris
Shinn*

Job Description

Quality Assurance Processing Technician Level 1

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, the QA Supervisor and/or other trained QA Technician will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Personal Protective Equipment Required (PPE): ear plugs (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
2. Conduct USDA and FDA Pre-Operational and Operational inspections daily.
3. Monitor GMPs and sanitizing during line set-up.
4. Monitor employee hand washing at beginning of shift.
5. Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
6. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
7. Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
8. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
9. Collect microbial and shelf life retention samples for evaluation.
10. Maintain legible, accurate records for all monitoring and testing conducted.
11. Verify metal detection for each line about every 30 minutes.
12. Verify operational checks for weights and residual gas.
13. Verify that all case labels are correct with the proper code date.
14. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
15. Perform record verification as required for Reichel products as assigned.
16. Follow all plant and employee safety rules and wear PPE as required.
17. Recommend product, packaging, quality and employee safety improvements.
18. Data entry as assigned.
19. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
20. Complete daily shift reports summarizing key events and corrective actions.
21. Use of computer for barcoding system (kitting, bin transfers, HOLDS, etc.), Microsoft Excel, Microsoft Outlook, and Microsoft Access.

7/5/2016

Job Description

Quality Assurance Processing Technician Level 1

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, the QA Supervisor and/or other trained QA Technician will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Personal Protective Equipment Required (PPE): ear plugs (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
2. Conduct USDA and FDA Pre-Operational and Operational inspections daily.
3. Monitor GMPs and sanitizing during line set-up.
4. Monitor employee hand washing at beginning of shift.
5. Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
6. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
7. Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
8. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
9. Collect microbial and shelf life retention samples for evaluation.
10. Maintain legible, accurate records for all monitoring and testing conducted.
11. Verify metal detection for each line about every 30 minutes.
12. Verify operational checks for weights and residual gas.
13. Verify that all case labels are correct with the proper code date.
14. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
15. Perform record verification as required for Reichel products as assigned.
16. Follow all plant and employee safety rules and wear PPE as required.
17. Recommend product, packaging, quality and employee safety improvements.
18. Data entry as assigned.
19. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
20. Complete daily shift reports summarizing key events and corrective actions.
21. Use of computer for barcoding system (kitting, bin transfers, HOLDS, etc.), Microsoft Excel, Microsoft Outlook, and Microsoft Access.

7/5/2016

22. Effectively communicate through verbal and written means to work efficiently with co-workers and other departments.
23. Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
24. Responsible to maintain a clean and tidy work environment.
25. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
26. Use of other software and miscellaneous small equipment and devices for required tasks above.

OTHER RESPONSIBILITIES

1. Work effectively with others both within and outside the department. Work as a team with others.
2. Vary work hours as needed (minimal variation). Schedule breaks around work load.
3. Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
4. Able and willing to do new or different tasks as required.
5. Take care of and properly maintain the equipment used in this position (as appropriate).

PHYSICAL WORK ENVIRONMENT/WORKING CONDITIONS

The working environment will be in less than 50 degree Fahrenheit temperatures for a majority of the required tasks. Some clerical work; a lot of walking and standing; and occasional lifting of up to 20 lbs. may be required. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

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.

CHAW SHINE

Employee Printed Name

Chaw Shine

Employee Signature

070516

Date

Kendria Smith
Supervisor Signature

Job Description

Quality Assurance Processing Technician Level 1

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

Primary Responsibilities

1. **Personal Protective Equipment Required (PPE):** ear plugs (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
2. Conduct USDA and FDA Pre-Operational and Operational inspections daily.
3. Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
4. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
5. Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
6. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
7. Collect microbial and shelf life retention samples for evaluation.
8. Maintain legible, accurate records for all monitoring and testing conducted.
9. Verify metal detection for each line hourly.
10. Verify operational checks for weights and residual gas.
11. Verify that all carton and case labels are correct with the proper code date.
12. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF 2000 system.
13. Perform record verification as required for Reichel or Hormel products as assigned.
14. Follow all plant and employee safety rules and wear PPE as required.
15. Recommend product, packaging, quality and employee safety improvements.
16. Data entry as assigned.
17. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
18. Complete daily shift reports summarizing key events and corrective actions.
19. Use of computer for barcoding system (kitting, bin transfers, HOLDS, etc.)
20. Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
21. Responsible to maintain a clean and tidy work environment.
22. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
23. Use of other software and miscellaneous small equipment and devices for required tasks above.

Other Responsibilities

- *Work effectively with others both within and outside the department. Work as a team with others.
- *Vary work hours as needed (minimal variation). Schedule breaks around work load.
- *Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.

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*Able and willing to do new or different tasks as required.

*Take care of and properly maintain the equipment used in this position (as appropriate).

Physical Working Environment

The working environment will be in less than 50 degree Fahrenheit temperatures for a majority of the required tasks. Some clerical work; a lot of walking and standing.

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

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.

CHAW SHINE
Employee Printed Name

Chaw Shine
Employee Signature

10/16/14
Date

[Signature]
Supervisor Signature

Job Description

Quality Assurance Processing Technician Level 1

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

- Personal Protective Equipment Required (PPE): ear plugs (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
- Conduct USDA and FDA Pre-Operational and Operational inspections daily.
- Monitor GMPs and sanitizing during line set-up.
- Monitor employee hand washing at beginning of shift.
- Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
- Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
- Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
- Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
- Collect microbial and shelf life retention samples for evaluation.
- Maintain legible, accurate records for all monitoring and testing conducted.
- Verify metal detection for each line about every 30 minutes.
- Verify operational checks for weights and residual gas.
- Verify that all case labels are correct with the proper code date.
- Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
- Perform record verification as required for Reichel products as assigned.
- Follow all plant and employee safety rules and wear PPE as required.
- Recommend product, packaging, quality and employee safety improvements.
- Data entry as assigned.
- Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
- Complete daily shift reports summarizing key events and corrective actions.
- Use of computer for barcoding system (kitting, bin transfers, HOLDS, etc.), Microsoft Excel, Microsoft Outlook, and Microsoft Access.

6/7/2016

- Effectively communicate through verbal and written means to work efficiently with co-workers and other departments.
- Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
- Responsible to maintain a clean and tidy work environment.
- Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
- Use of other software and miscellaneous small equipment and devices for required tasks above.

OTHER RESPONSIBILITIES

- Work effectively with others both within and outside the department. Work as a team with others.
- Vary work hours as needed (minimal variation). Schedule breaks around work load.
- Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
- Able and willing to do new or different tasks as required.
- Take care of and properly maintain the equipment used in this position (as appropriate).

PHYSICAL WORK ENVIRONMENT/WORKING CONDITIONS

The working environment will be in less than 50 degree Fahrenheit temperatures for a majority of the required tasks. Some clerical work; a lot of walking and standing; and occasional lifting of up to 20 lbs. may be required. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

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.

<u>CHAW SHIHOE</u> Employee Printed Name	<u>Chaw Shine</u> Employee Signature	<u>060716</u> Date
<u>[Signature]</u> Supervisor Signature		