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## 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.
22. Effectively communicate through verbal and written means to work efficiently with co-workers and other departments.

10/2/2017

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).

#### **JOB REQUIREMENTS**

English literacy, good written and oral communication skills, basic math skills (calculating averages and percent), good time management, and basic computer skills and familiarity with Microsoft Office programs.

#### **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.

Chanda Chhem  
Employee Printed Name

[Signature]  
Supervisor Signature

[Signature]  
Employee Signature

10-3-17  
Date

**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**

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.

Chenda - chhem  
Employee Printed Name

  
Employee Signature

9.24.13  
Date

  
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.

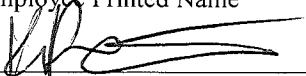
### SIGNATURES

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.

ehenda-chinem  
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 (QA0183 WI 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.

Chenda - Chhem  
Employee Printed Name

  
Employee Signature

9-24-13  
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.

Chenda -Chhem  
Employee Printed Name

  
Employee Signature

9-24-13  
Date

  
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.

Chhem Chenda  
Employee Printed Name

[Signature]  
Employee Signature

9-24-13  
Date

[Signature]  
Supervisor Signature



## Job Description

### Raw Room Op Checker

#### SUMMARY

Responsible for the inspection of production processes to ensure quality 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, 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. (Tumbler Room Only)
  - b) Verify the concentration of Calcium Ascorbate Solution as needed (QA0193WI Calcium Ascorbate Solution Test Instructions). Calcium Ascorbate will be verified hourly when in the Tumbler Room.
  - c) Prep Calcium Ascorbate Solution bags according to instructions for the next day's production. (Eight bags per red batch tub) A barcoding license plate will need to be generated by the Raw Room Lead for each tub prepped. Repeat process throughout the entire shift until all bins are filled.
  - d) Monitor 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 Raw Room Check Sheet.
  - f) **Flume:** Op Checker verifies Tank 2 Peracetic Acid Concentration and Tank 3 for Nature Seal or Calcium Ascorbate Concentration. **Batching/Tumbler Room:** verify sliced apples Peracetic Acid Concentration hourly and concentration of Calcium Ascorbate tubs hourly.
- 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.

- c) Once per hour, with QA assistance, check the vacuum for the tumblers to insure it is at the recommended level according to QA0033FO Carrots Tumbler Room Check.
- d) Prep Calcium Chloride batches according to instructions on QA0036FO Carrot Dip Weighing Log. (Twenty bags per blue batch tub) A barcoding license plate will need to be generated by the Tumbler Room Line Lead for each tub prepped. Repeat process until all blue tubs are full.
- 9 Sanitize hands between Batching Area and Tumbler Room. Wash hands and change PPE (gloves, sleeves, and apron) if contamination occurs.
- 10 Supply Tumbler Room with batching mixes as needed. Limit time in Tumbler Room only to test solutions.
- 11 Performs visual verification and pre-shipment review for Apple CCP (Refer to Apple HACCP Plan and Apple CCP monitoring form QA0440FO for instructions).
- 12 Identify deviations in the production process and communicate to the 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 Line Lead and 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, and frequent lifting of 10-55 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**EQUIPMENT/MACHINERY USED**

Scales, chemicals, refractometer, penetrometer and other equipment needed to complete quality checks.

**TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, Chemical Safety 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.

Chenela C  
Employee Printed Name

[Signature]  
Employee Signature

02-01-17  
Date

[Signature]  
Supervisor Signature