

Job Description Co-Packing Warehouse

SUMMARY

Responsible for rotating between positions within the Co-Packing Warehouse. The duties of each position will include: loading trailers with finished goods and preparing load for pick up, supplying the production lines with the correct materials throughout entire shift, accurately receiving raw materials and transferring materials to the correct bin locations or staging materials that will be used in production and returning any unused materials back to the correct bin location.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs and hair nets in required areas. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
3. Responsibilities may include driving the spotter truck and being a spotter for the person driving the spotter truck.
4. Other duties as assigned by the Production Supervisor and Production Manager.

Warehouse Finished Goods Loader

5. Verify that all cases have a case label and the label is correct.
6. Visually inspect quality of pallets as well as insure finished product is neatly stacked and wrapped tightly.
7. Insure LP has correct information such as lot number, item number, and quantity.
8. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
9. Before loading finished pallet on trailer, inspect reefer for proper temperature setting and verify trailer is clean. Insure wheel chocks are in place and dock lock is engaged if available.
10. Complete a Receiving/Shipping Trailer Inspection Checklist (WH0004FO) for each new load.
11. Inspect all trailers in the lot at the beginning of shift and mid shift to insure reefers are working properly and maintained at the correct temperature. Document on the Trailer Temp Monitoring Form WH0013FO.
12. Keep warehouse and dock area clean at all times.
13. Assist production with disposing cardboard when time is available.

Warehouse Line Supplier

14. Retrieve materials from staging area and supply the production line. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
15. Verify product dates from inventory sheet to insure products are being used First in First out (FIFO).
16. Insure lines are stocked at all times so there is no interruption in production.
17. When a finished item quantity is complete, take unused raw materials out of production, count, wrap pallet, and write the remaining quantity, lot number, and weight on the plastic wrap.
18. Keep production area clean to insure there are no safety hazards.
19. Wrap recycled meat boxes after correct quantity has been stacked on pallet.
20. Assist Warehouse Raw Material Receivers when possible.
21. Remove empty pallets from production area. Provide palletizers with good pallets and return bad pallets to the scrap pallet stack at the Thompson building.

Warehouse Raw Material Receiver

22. Meet with truck driver and have the driver fill out the visitor log book. Insure all required information is filled out, including time out before the driver leaves.
23. Secure two wheel chocks under truck tires. Place one on each side of the truck and dock lock is engaged if available.

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24. Complete the Receiving/Shipping Trailer Inspection Checklist (WH0004FO).
25. Inspect trailer for cleanliness and insure the reefer was set properly.
26. Insure the seal number on the trailer door matches the seal number on the driver's shipping documents.
27. Verify materials will be received on the correct PO number.
28. Receive in all pallets of raw materials by use of a forklift.
29. Print UPC and LP labels and apply labels to each pallet according to the Receiving Hand-Held Work Instruction (WH0019WI).
30. Using the handheld scanner, bin transfer pallets into the correct bin location.

Warehouse Raw Material Stager

31. Verify with Supervisor which products will be produced on each line for the shift.
32. Retrieve materials from bin locations and place in staging area for each production line. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
33. Verify product dates in WOW system to insure products are staged following first in first out (FIFO).
34. Keep warehouse areas clean to insure there are no safety hazards.
35. Insure rodent traps, doors, eye wash stations, emergency exits, and electrical panels are not blocked and there is a three foot clearance.
36. Return all unused materials from production to the correct bin location.
37. Repeat steps 3 and 4 to prepare for next shift.
38. Take scrap pallets and recycled meat boxes and place them in the correct location at the Thompson building.
39. Keep straight truck and supply trailer clean.
40. Spot for yard truck driver when supply trailer is being moved. If certified to drive on the property, insure there is a spotter any time you move a trailer.
41. Secure two wheel chocks under truck tires. Place one on each side of the truck and dock lock is engaged if available.

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, lifting of 30 to 50 lbs., and pushing and pulling up to 1,000 lbs. with assistance. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, scanner, console, and printer

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and Warehouse Employee Training Checklist (WH0014FO) and completion of the Forklift Operation Program (SF0015PR).

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.

CHRISTOPHER ATAK *CHWATAK* 05-27-2016
Employee Printed Name Employee Signature Date
[Signature]
Supervisor Signature

Job Description **Co-Packing Start of Production Line**



SUMMARY

Responsible for rotating between positions at the start of the production line. The duties of each position will include: placing the lids on trays filled with components, inserting top label in lid, placing components in the correct position on the tray or insuring tape is applied to finished trays properly.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices), vinyl gloves.
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

Lid Fastener

5. Verify tray has the appropriate amount of components and in the correct compartments.
6. Place lid on tray insuring all sides have snapped together.
7. Insure the correct top label is being used.
8. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
9. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.

Top Label Inserter

10. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
11. Place label face down into dome of lid.
12. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
13. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
14. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.

Tray Filler

15. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.

16. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
17. Place component in the correct position on the tray.
18. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.

Tray Taper

19. Verify lids are fastened to trays properly and refasten if necessary.
20. Insure trays have the correct amount of tape applied. Add tape if necessary.
21. Verify tape is fastened to the tray and lid and correct if needed.
22. Inspect top labels for any defects, discoloration, or torn areas.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

These positions are in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive arm and hand movement.

EQUIPMENT/MACHINERY USED

Conveyor, Static bar and tape dispenser

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.

CHRISTOPHER
Employee Printed Name
Phyllis
Supervisor Signature

CHRISTOPHER
Employee Signature

09-29-2014
Date