

Clemente Abreu

Job Description Co-Packing Lid Fastener

SUMMARY

Responsible for placing the lids on trays filled with components.

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. Verify tray has the appropriate amount of components and in the correct compartments.
4. Place lid on tray insuring all sides have snapped together.
5. Insure the correct top label is being used.
6. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
7. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Production Supervisor and Production Manager.

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, and repetitive arm and hand movement.

EQUIPMENT/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.

<i>Clemente Ant Abreu</i>	<i>Clemente Ant Abreu</i>	<i>09-27-13</i>
Employee Printed Name	Employee Signature	Date

[Handwritten Signature]

Supervisor Signature

Job Description Co-Packing Product Bin Filler

SUMMARY

Responsible for maintaining supply bins with components used in party tray production.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.
4. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
5. Communicate with the Warehouse Line Supplier when supplies begin to run low.
6. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
7. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker. Meat boxes are stacked on a pallet for recycling. All other boxes are stacked on a separate pallet to be placed in the compactor.
8. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.
9. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
10. Other duties as assigned by the Production Supervisor and Production Manager.

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, lifting of up to 50 pounds, and repetitive arm and hand movement.

EQUIPMENT/MACHINERY USED

Pallet jack and safety knife

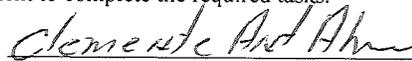
TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

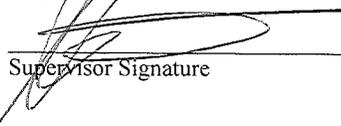
SIGNATURES

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.


Employee Printed Name


Employee Signature

09-27-13
Date


Supervisor Signature