

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.

Dan Cambern
Employee Printed Name

Dan Cambern
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Denester Filler

SUMMARY

Responsible for keeping an adequate supply of empty product trays in the denester.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, white vinyl gloves, disposable sleeves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Retrieve a single box of trays from the Production Scanner at the threshold of the production room.
3. Transfer box of trays from the wood pallet at threshold to a blue plastic pallet in production area.
4. Using a pallet jack designated for that room, pull the pallet of trays over to the machine that will be filled.
5. Wash hands, change sleeves and gloves.
6. Pull bags of trays out of the box.
7. Stage stacks of trays on the table/cart at the denester.
8. Place small stack of trays into each slot of the denester.
9. Keep an adequate supply of empty product trays in the denester.
10. Manually place trays onto the conveyor as needed.
11. At the end of the production run, place loose trays back into bags and return to inventory.
12. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
13. Other duties as assigned by the Assistant Supervisor or 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, frequent lifting of up to 50lbs, and pushing/pulling of 150 lbs.

EQUIPMENT/MACHINERY USED

Pallet jack and denester

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.

Dan Camburn
Employee Printed Name

Dan Camburn
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Hopper Filler

SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, goggles, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Insure product hopper on designated machine is supplied with RTE product.
3. MV1 and Orics 6: Hopper Filler brings cart filled with full slotted trays from the Tumbler Room window to designated line.
 - a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
 - b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
 - c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
4. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
 - a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
 - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
 - c) Sanitize rack before loading additional full slotted trays.
5. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
6. Other duties as assigned by the Assistant Supervisor or 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, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs.

EQUIPMENT/MACHINERY USED

Stainless steel carts

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.

Dan Cambern
Employee Printed Name

Dan Cambern
Employee Signature

9-24-13
Date

[Signature]
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.

Dan Camberra
Employee Printed Name

Dan Camberra
Employee Signature

9-24-13
Date

[Signature]
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.

Dan Cambern
Employee Printed Name

Dan Cambern
Employee Signature

9-24-13
Date

[Signature]
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

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.

Dan Camborn

Employee Printed Name

Dan Camborn

Employee Signature

9-24-13

Date

[Signature]

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

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.

Dan Camberh

Employee Printed Name

Dan Camberh

Employee Signature

9-24-13

Date

[Signature]

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.

Dan Cambern
Employee Printed Name

Dan Cambern
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

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.

Dan Cambren

Employee Printed Name

Dan Cambren

Employee Signature

9-24-13

Date

[Signature]

Supervisor Signature

Job Description Tumbler Room Enclosed Cart Transfer Person

SUMMARY

Responsible for transporting enclosed stainless steel carts between the hallway outside of the Tumbler Room to the north production room (MV2/Rotary).

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Wash hands and apply PPE in the north production room.
3. Retrieve the enclosed stainless steel cart from the threshold of the MV1 entrance (white double doors). Wheel the cart to the big sliding door of the north production room.
4. Transfer the trays to the Hopper Filler, starting with the top tray, moving to the bottom tray.
5. Place empty trays from the Hopper Filler into Stainless Steel cart, and push it back across to the threshold of the MV1 entrance.
6. Repeat steps 3-5 throughout shift.
7. Do not lean on or handle anything other than the cart and slotted trays.
8. Sanitize sleeves and gloves after returning the cart and before retrieving new cart of trays.
9. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
10. 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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, push/pull up to 300 lbs., and lifting of up to 25 lbs.

EQUIPMENT/MACHINERY USED

Stainless steel cart


TRAINING REQUIREMENTS

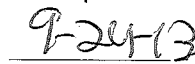
New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.


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


Date


Supervisor Signature