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Daniel  
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## **Job Description North Plant Line Lead Person**

### **SUMMARY**

Assists the Production Supervisor in the achievement of production goals while ensuring a safe work environment for the team lead, as well as compliance with company policies. If absent, North Plant Backup Line Lead will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Assists the Production Supervisor in leading the production activities of the Hormel production line.
2. Ensures production meets efficiency and quality standards by checking and adjusting production to meet quality requirements.
3. Along with QA and Supervisors, determines the production code date to be used in a production run by checking the manufactured date on the ingredients to be used.
4. Prints case labels to be used during production runs, ensuring product identification and traceability.
5. May operate the shrink wrapping and labeling equipment, helps set the code date to be used on the labeling equipment.
6. Assist the Production Supervisor in determining the amount of materials to be used during a run to ensure there are enough supplies available.
7. Assists the Production Supervisor in the training and development of employees.
8. Supports the machine operators in production set up.
9. Assists the machine operators, as well as maintenance, in identifying and troubleshooting production equipment challenges.
10. Other duties as assigned by the Production Supervisor.
11. Follows and insures adherence of line personnel to company Employee Hygiene Practices and food safety procedures.

### **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 up to 50 pounds, and repetitive arm and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

### **EQUIPMENT AND MACHINERY USED**

Pallet jack, Safety knife, Static Bar ,Conveyer, Tape dispenser, Scanner, Pallet Wrapper

### **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.

9/26/2017

Daniel Deke  
Employee Printed Name

[Signature]  
Employee Signature

9/26/2017  
Date

[Signature]  
Supervisor Signature

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## Job Description

### North Plant Palletizer & Product Bin Filler

#### SUMMARY

Responsible for rotating between positions at the end of the production line. The duties of each position will include: stacking finished boxes (shipper) on good pallets while following Customer Specification requirements, maintaining supply bins with components used in party tray production. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

#### 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. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### Palletizer

5. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
6. Insure the correct case label is applied to each box.
7. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
8. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
9. Using pallet wrap machine, wrap pallet with shrink wrap and insure it is wrapped tightly and completely from the top of the pallet to the top of the finished cases.
10. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.

#### Product Bin Filler

11. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.
12. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
13. Communicate with the Warehouse Line Supplier when supplies begin to run low.
14. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
15. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker.

5/24/2017

Meat boxes are stacked on a pallet for recycling. All other boxes are stacked on a separate pallet to be placed in the compactor.

16. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.

### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

These positions are in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive arm and hand movement, and frequent lifting of 30 - 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### EQUIPMENT/MACHINERY USED

Conveyor, Pallet jack, safety knife and pallet wrap machine

### 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.

Daniel  
Employee Printed Name

DGR  
Employee Signature

5/30/2017  
Date

Phyllis  
Supervisor Signature