

Job Description Tumbler Room Line Lead Person

SUMMARY

Assist the Production Supervisor and Assistant Supervisor in achieving production goals while ensuring a safe work environment for the production team. Give direction to line workers about work flow, as well as compliance with company policies and GMPs.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, 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. Enter room wearing yellow boots, white rain pants and goggles.
3. Verify Sanitation has completed their duties before setting up the room.
4. Notify QA Technicians that the Tumbler Room is ready for inspection.
5. Monitor the Tumbler Room employees to insure GMPs are being followed.
6. Setup room for daily production to include placement of slicers, tables, and batching tubs.
7. Kit License Plates and scan the License Plate to the appropriate production line. While doing this, monitor GMPs, policies and procedures and keep the flow of traffic in the right direction.
8. Rotate employees for breaks and insure proper job rotation.
9. Coach and train new Tumbler Room employees.
10. Assist in coaching and educating employees on new processes and procedures. Communicate any employee issues to the Assistant Supervisor or Production Supervisor.
11. Insure production meets efficiency and quality standards by checking and adjusting production to meet quality requirements.
12. Support the Apple Slicer Operators and Carrot Tumbler Operators in production set up and changeovers.
13. Assist the Apple Slicer Operators, Carrot Tumbler Operators, and maintenance in identifying and troubleshooting production equipment challenges.
14. Other duties as assigned by the Assistant Supervisor or Production Supervisor.
15. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.

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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 lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Apple slicers, carrot tumbler, apple grinder, pallet jack, WOW computer, and scanner.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, previous knowledge of all Tumbler Room positions.

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 Dwar
Employee Printed Name

Daniel Dwar
Employee Signature

9/15/15
Date

[Signature]
Supervisor Signature

Job Description

Tumbler Room Apple Slicer Operator

SUMMARY

Responsible for slicing apples while managing company processes, procedures and safe food handling practices.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, 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. Enter Tumbler Room wearing yellow boots, white rain pants, and goggles.
3. Inspect apple slicers to ensure all parts of the equipment are put back together and that the equipment is clean from sanitation.
4. Turn on slicers to warm them up for the start of shift.
5. Rinse the slicer with Klorman from the Klorman hose.
6. When the Line Lead approves startup, remove the weight from the top of the first tub of whole apples, and place it on the second tub.
7. Begin slicing, picking up apples out of the tub and placing them in the holes on the slicer. Place the apples with the stem sticking straight up.
8. Continue this process until all of the whole apples from the tub have been sliced. The goal is to fill any holes in the table as the table spins in a circle.
9. Periodically check the clear slotted tray below the chutes to see how full they are.
10. Once the tray is full (approximately 21 pounds) lift the tray out of the Klorman tub. Turn the tray sideways and rest it on top of the Klorman tub. Rinse the sliced apples with water from the blue hose.
11. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
12. Retrieve a sanitized slotted tray and place it under a slicer shoot for filling.
13. Once the tub of whole apples is empty, rotate the stainless steel cart 180 degrees, and remove the weight from the next tub of whole apples.
14. Repeat steps 7-14 throughout the shift.
15. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
17. 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, repetitive arm and wrist movement, push/pull up to 150 lbs., and lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, and hoses.

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.

Daniel Omar
Employee Printed Name

Daniel Omar
Employee Signature

1/21/15
Date

[Signature]
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.

Daniel Owar
Employee Printed Name

Employee Signature

12-22-14
Date

Supervisor Signature