

## **Job Description Sanitation Employee Level 1**

### **SUMMARY**

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble and reassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-ups will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Know and understand cleaning procedures and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use SDS information when needed.
3. Understand the operational controls of production lines and other equipment scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials.
5. Employee works closely with other operators to attain daily production goals.
6. Must be able to do physically demanding work with some lifting, up to 50 lbs. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
7. Comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and any other company or outside regulatory policies.
8. Maintain legible and accurate records for daily sanitation activities and chemical concentrations.
9. Knowledge and understanding of how to test chemical concentrations and use basic multiplication/addition/subtraction/division to figure out the correct concentrations and to achieve the desired mix ratio when mixing chemicals.
10. Must retain knowledge of all cleaning procedures necessary to the position.
11. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.
12. Attend all department and plant meetings as well as complete all requested trainings and testing.
13. Dismantle, clean, reassemble and inspect particulate depositors, dip depositors, flume equipment, line packaging, filling, conveying and sealing equipment, etc.
14. Use approved cleaning equipment, such as squeegees, brushes, portable foamers, etc. to ensure accurate cleaning of the equipment being cleaned.
15. Perform miscellaneous duties as assigned.

3/14/2017

**PHSICAL ENVIRONMENT/WORKING CONDITIONS**

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity. This position requires the employees to work with a wide range of hazardous chemicals. This is a fast paced team oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. This position requires the manual disassembly of conveyors, dip/particulate depositors, piping and other equipment as needed. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. May be required to work an occasional Saturday and/or Sunday as needed.

**TRAINING REQUIREMENTS**

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

**JOB REQUIREMENTS**

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

**EQUIPMENT/MACHINERY USED**

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/ tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

**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.

Darwin J  
Employee Printed Name

Darwin J  
Employee Signature

3-19-17  
Date

[Signature]  
Supervisor Signature



## **Job Description Sanitation Employee**

### **SUMMARY**

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-up will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. Understand the operational controls of production lines scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials. Employee works closely with other operators to attain daily production goals.
5. Must be able to do physically demanding work with some lifting, up to 50 lbs.. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
6. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.
7. Must retain knowledge of all cleaning procedures necessary to the position.
8. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.

### **PHSICAL ENVIRONMENT/WORKING CONDITIONS**

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity. This position requires the employees to work with a wide range of hazardous chemicals. This is a fast paced team oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. May be required to work an occasional Saturday and/or Sunday as needed.

10/31/2016

**TRAINING REQUIREMENTS**

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

**EQUIPMENT/MACHINERY USED**

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/ tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

**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.

Darius L  
Employee Printed Name

Darius L  
Employee Signature

11-1-16  
Date

[Signature]  
Supervisor Signature



## **Job Description Plant Warehouse Worker**

### **SUMMARY**

Duties include scanning/bar-coding, shipping, receiving, storing, production line goods replenishment and may include transfer of goods from the production plant to the warehouse along with weekly/daily inventories as needed. If absent, a trained employee or trained backup will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. Efficient and safe loading and unloading of goods using forklifts and pallet jacks and bar-coding instruments.
2. Ensure both the equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Helps set up the production lines before the start of production by supplying required raw material and ingredients along with making sure all products and raw materials are out of the production area and put away at the end of the night for sanitation.
4. Coordinates with production, production supervisors, straight truck drivers, and distribution center staff to ensure proper loading, documenting and shipping of both raw and finished materials.
5. Keeps supplies readily available for the production lines.
6. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift.(SF0001FO)
7. Stores raw materials and ingredients in designated areas.
8. Completes shipping and receiving inspection paperwork and cleaning checklists as outlined in company policies and sends paperwork to office personnel.
9. Completes physical inventory and cycle counts with accuracy.
10. Accurate use of bar-coding scanner system to receive, distribute, and ship materials/finished goods.
11. Keeps the warehouse, hallways, outside and upstairs storage areas organized and clear of obstructions.
12. Adheres to company employee hygiene practices, company food safety, and employee safety rules and policies.
13. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

### **PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

This position works in a warehouse environment and will involve standing and walking for up to 4 hour periods at one time, working in temperatures that can range from 36 degrees up to 60 degrees Fahrenheit, lifting/stacking up to 50lbs., pushing and pulling up to 2000lbs on wheels, repetitive bending arms and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

### **EQUIPMENT/MACHINERY USED**

Forklift, Pallet Jack, Safety Knife, WOW computer, Scanner, Pallet Scale.

### **TRAINING REQUIREMENTS**

7/13/2016

New Employee Orientation, Warehouse New employee training checklist (WH0014FO) and 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.

Darius L  
Employee Printed Name

Darius L  
Employee Signature

08-09-16  
Date

[Signature]  
Supervisor Signature

## **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.

Darius Lowell  
Employee Printed Name

Darius Lowell  
Employee Signature

6-11-15  
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.

Dannios Louwell  
Employee Printed Name

Dannios Louwell  
Employee Signature

8-27-14  
Date

J. Garcia  
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.

Darnios Louwell  
Employee Printed Name

Darnios Louwell  
Employee Signature

8-27-14  
Date

J. Garcia  
Supervisor Signature