

Job Description Co-Packing Start of Production Line

SUMMARY

Responsible for rotating between positions at the start of the production line. The duties of each position will include: placing the lids on trays filled with components, inserting top label in lid, placing components in the correct position on the tray or insuring tape is applied to finished trays properly.

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

Lid Fastener

5. Verify tray has the appropriate amount of components and in the correct compartments.
6. Place lid on tray insuring all sides have snapped together.
7. Insure the correct top label is being used.
8. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
9. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.

Top Label Inserter

10. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
11. Place label face down into dome of lid.
12. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
13. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
14. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.

Tray Filler

15. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.

16. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
17. Place component in the correct position on the tray.
18. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.

Tray Taper

19. Stack up trays for packaging when time available..
20. Verify lids are fastened to trays properly and refasten if necessary.
21. Insure trays have the correct amount of tape applied. Add tape if necessary.
22. Verify tape is fastened to the tray and lid and correct if needed.
23. Inspect top labels for any defects, discoloration, or torn areas.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

These positions are 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, and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Conveyor, Static bar, and tape dispenser

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.

Debra Adebayo
Employee Printed Name

Debra Adebayo
Employee Signature

5-27-16
Date

Phuyonglu
Supervisor Signature

Job Description

Reichel Line Lead Person

SUMMARY

Assists the Production Supervisor, Assistant Supervisor, and Machine Operator in the achievement of 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. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, disposable apron, disposable sleeves, vinyl gloves (blue or white depending on which end of the line the Lead is assisting), clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Assists the Machine Operator in leading the production activities of the Reichel production line.
3. Change labels during changeovers.
4. Program Video Jet with appropriate Julian Date and Use By Date at the start of the shift and during changeovers (OP0004FO Video Jet Code Date Check Sheet).
5. Program back card scanner to the appropriate UPC code for each item being produced (OP0002WI Barcode Scanner Work Instruction and OP0003FO Barcode Scanner Check Sheet).
6. Enter appropriate product information using case label software (QA0554WI Case Label Printing Instructions).
7. Verify the correct packaging materials are in the room; insuring the correct size cartons and the correct color boxes are available.
8. Assist on the finished product end of the line with assembling boxes and filling back cards on the card applicators as needed.
9. If any position falls behind from the finished product end, assist that position in getting caught up.
10. Ensure production meets efficiency and quality standards by checking and making the necessary adjustments.
11. Monitor tray waste at the post packaging inspector point, transfer, denester, and cartoning end of machine. Complete a Tray Waste Form to document waste during the shift for that machine.
12. Perform label verifications if Supervisor is unavailable. A Supervisor or Line Lead must sign off on all label verifications (QA0556FO Reichel Label Printing Checklist).
13. Assist the Production Supervisor in the training and development of employees. The Line Lead will be a "buddy" for any new employees and assist in training.

2/6/2015 6:50:00 AM

14. Support the Machine Operators in production set up and changeovers. Assist the Machine Operator in bringing supplies to the machine from the threshold of the room.
15. Assist the Machine Operator and Maintenance in identifying and troubleshooting production equipment challenges.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
17. 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, and pushing/pulling up to 550 lbs, and lifting up to 50 lbs.

EQUIPMENT/MACHINERY USED

Card applicator, gluer, taper, dip dolly, pallet jack, scanner, conveyors, denesters, depositors, and tray flippers.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all line 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.

Debra Adebayo
Employee Printed Name

Debra Adebayo
Employee Signature

10-2-15
Date

Brian A. Adams
Supervisor Signature

9/5/2013

Debra Adebayo

DC

Job Description GMP Monitor

SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots and sleeves.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical Training

Debra Adebayo 9-5-13
Kadams 9/5/13

Job Description GMP Monitor

SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots and sleeves.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.
9. Act as a "buddy" to new employees in the exposed product areas. Will coach newer employees in GMPs.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical 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.

<u>Debra Adebayo</u>	<u>Debra Adebayo</u>	<u>12-2-13</u>
Employee Printed Name	Employee Signature	Date

11/25/2013 9:09:00 PM

R. E. Romano

Supervisor Signature