

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.

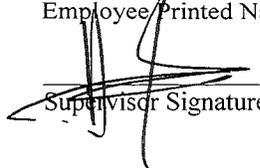
SIGNATURES

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.

DUNG TRIEU
Employee/Printed Name

Dung
Employee Signature

09-17-13
Date


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.

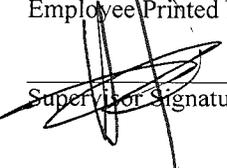
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Employee Printed Name

Dung
Employee Signature

09-17-13
Date


Supervisor Signature