

Job Description Window Transfer Person

SUMMARY

Responsible for filling enclosed carts with slotted trays of produce for the north production room. 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):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, required 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 Place returned used slotted trays to the appropriate spot (far left) in the Tumbler Room window. Sanitize hands after returning trays
- 4 Sanitize enclosed cart, inside and outside, using pump sprayer with sanitizer solution
- 5 Transfer full slotted trays of produce from Tumbler Room window into enclosed transfer cart filling from the top to the bottom
- 6 Push enclosed cart to the threshold of the hallway door for the Cart Transfer Person to retrieve
- 7 Wait inside the MV2 entrance area until the Cart Transfer Person returns with a cart full of used slotted trays
- 8 Repeat steps 3-7 throughout the shift
- 9 Every 15 minutes, sanitize the stainless steel ledge of the Tumbler Room window using the sanitizer pump
- 10 Visually inspect and physically run hands around lip and bottom of tray for cracks and missing pieces
- 11 Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
- 12 Other duties as assigned by the Lead 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, and repetitive lifting of up to 30 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Stainless Steel cart and hoses

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and chemical training.

SIGNATURES

8/7/2019

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.

7-8-19
Employee Printed Name


Employee Signature

Date


Supervisor Signature

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