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Job Description Cartoner

SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers. 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 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 Lead 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. May be required to work an occasional Saturday and/or Sunday as needed.

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.

FAMTA TOURE
Employee Printed Name

F T
Employee Signature

407-17
Date


Supervisor Signature

08/18/16

Job Description Tray Filler

SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product. 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, 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. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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 for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand movements, and occasional lifting of up to 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT AND 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.

FAYTA TOURE
Employee Printed Name

F T
Employee Signature

407-17
Date

Supervisor Signature

W

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.

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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.

FANTA TOURE
Employee Printed Name

F T
Employee Signature

07/13/16
Date

[Handwritten Signature]
Supervisor Signature

W

Job Description North Plant Start of Production Line

SUMMARY

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

Top Label Inserter

1. 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.
2. Place label face down into dome of lid.
3. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
4. 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.
5. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.

Tray Filler

1. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
2. 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.
3. Place component in the correct position on the tray.
4. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.

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Tray Taper

1. Stack up trays for packaging when time available.
2. Verify lids are fastened to trays properly and refasten if necessary.
3. Insure trays have the correct amount of tape applied. Add tape if necessary.
4. Verify tape is fastened to the tray and lid and correct if needed.
5. 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.

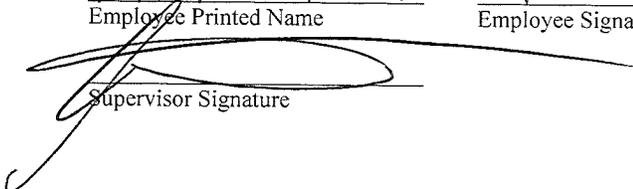
SIGNATURES

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.

FAMIA TOURE
Employee Printed Name

F T
Employee Signature

10-04-16
Date


Supervisor Signature