

Job Description Co-Packing Tray Taper

SUMMARY

Responsible for 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).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Verify lids are fastened to trays properly and refasten if necessary.
4. Insure trays have the correct amount of tape applied. Add tape if necessary.
5. Verify tape is fastened to the tray and lid and correct if needed.
6. Inspect top labels for any defects, discoloration, or torn areas.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Production Supervisor and Production Manager.

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. and repetitive arm and hand movement.

EQUIPMENT/MACHINERY USED

Conveyor 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.

Ky Q. Fang chy
Employee Printed Name

[Signature]
Employee Signature

27-09-17
Date

[Signature]
Supervisor Signature

7/5/2016 11:07:00 AM

Job Description

Quality Assurance Processing Technician – Hormel Line

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, the QA Supervisor and/or other trained QA Technician will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs (optional), hairnet, Orange bump hat, white vinyl gloves during 30 minute checks and clean smock.
2. Conduct USDA Pre-Operational and Operational inspections daily.
3. Follow, monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
4. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
5. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
6. Maintain legible, accurate records for all monitoring and testing conducted.
7. Maintain and insure product traceability throughout the assembly of Hormel products.
8. Conduct operational checks for weights and accuracy of labels.
9. Verify that all tray and case labels are correct with the proper code date.
10. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
11. Perform record verification as required for Hormel products as assigned.
12. Follow all plant and employee safety rules and wear PPE as required.
13. Recommend product, packaging, quality and employee safety improvements.
14. Data entry as assigned using Microsoft Access and Microsoft Excel.
15. Equipment calibration verification as assigned (scales).
16. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
17. Assist with training of new QA Technicians as assigned.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold environment with temperatures ranging from 38 F to 42 F for a majority of required tasks. Some clerical work; a lot of walking and standing; and occasional lifting of up to 20 lbs. may be required. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales

TRAINING REQUIREMENTS

New Employees Orientation, on the job training and completion of QA Tech training checklist (QA0393FO).

OTHER RESPONSIBILITIES

1. Work effectively with others both within and outside the department. Work as a team with others, through effective oral & written communications.
2. Vary work hours as needed (minimal variation). May be required to stay until work is complete after shift. Schedule breaks around work load.
3. Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
4. Able and willing to do new or different tasks as required.
5. Take care of and properly maintain the equipment used in this position (as appropriate).
6. May participate on First Response Team and Safety Team.

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.

Helena dny
Employee Printed Name

[Signature]
Employee Signature

07-06-16
Date

[Signature]
Supervisor Signature

Job Description Co-Packing Top Label Inserter

SUMMARY

Responsible for placing top label in lid.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. 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.
4. Place label face down into dome of lid.
5. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
6. 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.
7. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Production Supervisor and Production Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

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EQUIPMENT/MACHINERY USED

Static bar

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

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Kelly Fong chyi
Employee Printed Name

[Signature]
Employee Signature

27-09-13
Date

[Signature]
Supervisor Signature

Kuy Fong Chy

Job Description Co-Packing Tray Filler

SUMMARY

Responsible for placing components in the correct position on the tray.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
4. 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.
5. Place component in the correct position on the tray.
6. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Production Supervisor and Production Manager.

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EQUIPMENT/MACHINERY USED

Conveyor

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

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Kuy Fong Chy
Employee Printed Name

[Signature]
Employee Signature

9/10-09-13
Date

[Signature]
Supervisor Signature



Job Description

Quality Assurance Processing Technician – Hormel Line

SUMMARY

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8. Conduct operational checks for weights and accuracy of labels.
9. Verify that all tray and case labels are correct with the proper code date.
10. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
11. Perform record verification as required for Hormel products as assigned.
12. Follow all plant and employee safety rules and wear PPE as required.
13. Recommend product, packaging, quality and employee safety improvements.
14. Data entry as assigned using Microsoft Access and Microsoft Excel.
15. Equipment calibration verification as assigned (scales).
16. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
17. Assist with training of new QA Technicians as assigned.

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EQUIPMENT/MACHINERY USED

Scales

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- *Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
- *Able and willing to do new or different tasks as required.
- *Take care of and properly maintain the equipment used in this position (as appropriate).
- *May participate on First Response Team and Safety Team.

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.

Helena chy
Employee Printed Name


Employee Signature

06-06-16
Date


Supervisor Signature