

Job Description

Production Line Packaging Team

SUMMARY

This position ensures that all finished product is packaged and packed for distribution. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

- **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, disposable apron, disposable sleeves, required gloves, clean smock, and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
- May perform visual and physical checks immediately after packages are sealed to ensure quality requirements are met.
- May weigh any tray that appears below the standard weight and dispose of trays below the lower control weight limit (LCL) into clear garbage bag.
- Ensures use by date is present on all packages and Places individual tray packages into their final shipping box and runs the boxes through the box taping machine. Assists in assembling boxes prior to filling them with finished product as needed.
- Assists in the monitoring of the application of nutritional labels onto the individual packages as needed.
- Assists in verifying that finished good boxes are properly labeled.

If palletizing:

- Places appropriate quantities of cases on pallets in approved configurations according to the Product Specification sheets and notifies QA when the pallet is ready to be kitted.
- Securely wraps pallets of finished cases with hand stretch wrap.
- Using a pallet jack, moves pallets to the threshold of the room for pickup by warehouse personnel.
- Adheres to company employee hygiene practices, company food safety procedures and GMPs.
- 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/arm motions, and occasional lifting of up to 30 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scale, conveyors, code dating and labeling equipment, box taper and pallet jacks.

6/29/2026

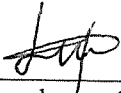
TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

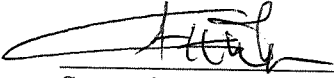
SIGNATURES

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.

Luli Abdi
Employee Printed Name


Employee Signature

6/29/26
Date


Supervisor Signature

Job Description

Production Sanitor Employee

SUMMARY

Responsible for the upkeep of production and non-production areas during production hours. Employees keep the floor clear of debris and keep the floors dry using squeegees, including removal of garbage and cardboard. Includes cleaning of welfare areas and outside property as assigned. If absent, another trained employee will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment (PPE) Required:** ear plugs, hairnet, disposable apron, disposable sleeves, disposable gloves, disposable pants, clean smock, chemical splash goggles (employee is responsible if lost \$14.00) and assigned footwear.
2. Must complete safety training associated with any chemicals used in this position. Must follow all PPE requirements necessary for job tasks and know how to use Safety Data Sheets (SDS) information when needed.
3. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of four hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
4. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
5. Floor squeegees and waste shovels will be used to remove liquids and or product from floor areas. Squeegees should be used in a pulling motion whenever possible with the head not leaving the floor whenever possible. Squeegeeing underneath exposed product is only acceptable at mid-shifts or if direction by Supervisor is given. Squeegees and shovels should be carried with the bottoms as low to the floor as possible and should be stored in a sanitizer bath when not in use.
6. Any trash off the floor should only be put into black garbage bags and should be stored as far away from product lines as possible. Clear garbage bags are used by the sinks and production lines for garbage that has not fallen to the floor and potentially has been contaminated. When removing full garbage bags from waste receptacles, the bags should be pulled down through the skeleton so the waste stays as low to the floor as possible and should be carried as low as possible.
7. When touching squeegees, items from the floor, shovels, waste receptacles or anything considered dirty or contaminated, you will need to change your gloves and wash your hands before touching any clean plant surfaces.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of up to 50 pounds. Employee must possess physical stamina with a range of motion and dexterity, able to push and pull, as well as bend and stoop. This position requires the employees to work in an environment with hazardous chemicals. Employee will be working with wet and dry soils. This is a fast-paced

6/30/2026

team-oriented environment. May be required to work an occasional Saturday and/or Sunday as needed.

JOB REQUIREMENTS

English literacy, oral communication skills, organization and time management.

TRAINING REQUIREMENTS

Comprehensive Orientation/SQF Orientation, New Sanitation Employee Training (ST0021FO), Employee Right to Know/GHS/Bloodborne Pathogens, AWAIR, Hazard Communication, Food Defense, Allergen Control, SQF, Hearing Conservation, Fire Safety, Forklift Awareness, GMP, Waste Management & Disposal, Production Sanitor Training, other trainings as assigned.

EQUIPMENT/MACHINERY USED

Floor squeegees, shovels, cardboard and trash compactors, other equipment as assigned.

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.

Chad Wiske
Employee Printed Name

[Signature]
Employee Signature

6-30-26
Date

[Signature]
Supervisor Signature

Job Description CDL Drivers

SUMMARY

Responsible for the transportation of raw materials, finished goods and special items to and from the main plant and distribution center, as well as outside storage facilities used by Reichel Foods, Inc. by use of both physical and mechanical devices. If absent, an alternate CDL Driver will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Must maintain a Class B License or higher.
2. Must provide a Medical Examiner's Certificate for Commercial Drivers annually.
3. Transport and bar-coding of raw and finished goods to and from the distribution center, the dry storage facility and the main plant.
4. Accurate use of the bar-coding system.
5. Communicates with the Production Supervisor and Line Lead to ensure the required materials for production are available.
6. Responsible to complete the Driver's Vehicle Inspection Report at shift start each day.
7. Assists in keeping an accurate inventory of goods through the use of bar-coding instruments.
8. Abides by company policies and local and state traffic laws. Including the company policy that drivers may not talk or text on their cell phones while driving for work, regardless of whether they use hands-free devices. Drivers are required to pull into a rest area or parking lot and stop their vehicles before placing or accepting cell phone calls.
9. Responsible for cleanliness and temperature control of truck to ensure safe transport of food and food contact materials and finished products along with ensuring all products transferred follow first in first out (FIFO) for code dates.
10. Adheres to company Employee Hygiene Practices, company food safety procedures and GMP's.
11. Assists in accurate receiving and shipping on both raw materials and finished goods.
12. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift (SF0001FO).
13. Helps within the plant warehouse, distribution warehouse and receiving warehouse to help keep efficiencies in order and ensure deadlines are met.
14. In the event of production ending without the Supervisor notifying the CDL Driver that the trailer door is shut and the trailer is ready to leave the apple dock; the CDL Driver will need to contact Warehouse to have a Plant Warehouse Worker ensure the scene is safe or the CDL Driver will be responsible to put on PPE and verify the scene is safe to pull away from the production facility.
15. Other duties as assigned by the Warehouse Supervisor and Warehouse Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work conditions include bending, frequent movement along with lifting/stacking up to 50lbs, pushing and pulling up to 2000lbs on wheels, continuously works between cold temperatures below 50 degrees Fahrenheit and ambient temperatures throughout entire shift. May be required to work an occasional Saturday and/or Sunday as needed.

6/24/2026

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

EQUIPMENT/MACHINERY USED

Spotter tractor, straight trucks, forklifts, pallet jack, safety knife, scanner, WOW computer, drivers log.

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.

Luciano Montes
Employee Printed Name

Luciano Montes
Employee Signature

6/30/26
Date

[Signature]
Supervisor Signature

Job Description

Production Line Packaging Team

SUMMARY

This position ensures that all finished product is packaged and packed for distribution. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

- **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, disposable apron, disposable sleeves, required gloves, clean smock, and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
- May perform visual and physical checks immediately after packages are sealed to ensure quality requirements are met.
- May weigh any tray that appears below the standard weight and dispose of trays below the lower control weight limit (LCL) into clear garbage bag.
- Ensures use by date is present on all packages and Places individual tray packages into their final shipping box and runs the boxes through the box taping machine. Assists in assembling boxes prior to filling them with finished product as needed.
- Assists in the monitoring of the application of nutritional labels onto the individual packages as needed.
- Assists in verifying that finished good boxes are properly labeled.

If palletizing:

- Places appropriate quantities of cases on pallets in approved configurations according to the Product Specification sheets and notifies QA when the pallet is ready to be kitted.
- Securely wraps pallets of finished cases with hand stretch wrap.
- Using a pallet jack, moves pallets to the threshold of the room for pickup by warehouse personnel.
- Adheres to company employee hygiene practices, company food safety procedures and GMPs.
- 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/arm motions, and occasional lifting of up to 30 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scale, conveyors, code dating and labeling equipment, box taper and pallet jacks.

6/25/2026

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.

Amran Abdulle Nur
Employee Printed Name

Amran
Employee Signature

6/25/26
Date

[Signature]
Supervisor Signature

Job Description Machine Operator

SUMMARY

Responsible for the overall efficient and safe performance of the production line equipment. Includes the Multivacs, Orics 6 lane and Rotary machines, dip depositors, dry product depositor, carrot solution sprayer, conveyors, metal detector or other relevant equipment. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

- **Personal Protective Equipment Required (PPE):** ear plugs, ninja-hairnet, red bump cap, disposable apron, disposable sleeves, required gloves, clean smock, assigned footwear, and goggles as needed (employee maybe responsible if lost \$14.00).
- Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
- Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
- Operate the assigned machine in the most efficient, safe and cost-effective way possible as outlined by company policies and metrics.
- Ensure equipment has been properly re-assembled following the sanitation shift, set up the production equipment before the start of each shift, and ensure equipment is in the proper location.
- Before start up, conduct Pre Operational Sanitation Inspection and complete checklist (QA0085FO).
- Coordinate with the Lead or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
- Coordinate with Tumbler Room and Production Scanner to ensure the raw materials and packaging materials needed for production are available and scanned to production room.
- Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
- Install/inspect the head of the machine on the Rotary, Multivac 1, and Multivac 2.
- Install carrier plates on the Rotary at start up and at changeovers.
- Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
- After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for startup of production.
- Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
- Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
- Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
- Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.
- Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.
- Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.

6/30/2026

- Check tray seals throughout the day to ensure film peels correctly.
- Ensure product and trays have been depleted before mid-shift sanitation begins.
- Remove head on the Rotary to prepare for sanitation at the end of production run.
- Assure the machine is wiped down, dip is wiped off, and product is removed for sanitation at the end of the production run.
- Assist in preparing machine for sanitation.
- Assist Production Supervisor to identify challenges in the production line, so a plan to solve them can be created.
- Help train new employees on tasks they are to perform on the line and answer questions that arise.
- Monitor machine and line operation.
- Ensure the machine and room, are clean at all times.
- At the end of the production run, remove the machine head (Rotary only), barrel, and film and verify they are returned to the correct location.
- Adhere to company employee hygiene practices, company food safety procedures and GMPs.
- 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, requires frequent lifting of up to 50 lbs., unassisted, and moving product up to 2500 lbs. with mechanical assistance. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, LOTO Training, Chemical Training, and Lead/Machine Operator Training (OP0129FO).

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, dolly, pallet jack, depositors, tapers, Video Jet, and mechanical flippers.

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.

Roberto M. Vello
Employee Printed Name

[Signature]
Employee Signature

7-1-26
Date

[Signature]
Supervisor Signature