

Job Description

Quality Assurance Processing Technician Level 2

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. Assist in monitoring and assuring compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
2. 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.
3. Maintain legible, accurate records for all monitoring and testing conducted.
4. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and internal audits of the SQF system.
5. Perform record verification as required for Reichel or Hormel products as assigned.
6. Perform Document Review for all paperwork associated with the production of our products for Reichel and Hormel as designated.
7. Follow all plant and employee safety rules and wear PPE as required in different plant areas.
8. Recommend product, packaging, quality and employee safety improvements.
9. Data entry and trending to monitor quality trends.
10. Participate on Food Safety Team as designated.
11. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
12. Perform microbial testing – swabs and finished product – as assigned.
13. Manage scheduling and coordinating for the Environmental Monitoring Program (i.e. swab schedule, courier set-up, swab sampling.)
14. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
15. Assist in training process for new QA technicians.
16. Assist in updating documents and distribution of SQF documents as needed.
17. Sales sample preparation
18. Generate reports in the web console for production, QA HOLD inventory verification, investigation and follow-up.
19. Maintain retention samples and evaluation.
20. Manage QA supply and chemical inventory.
21. Use of other software and miscellaneous small equipment and devices for required tasks above.

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22. Fill in for Level 1 QA techs when needed.
23. Communication via email to third party labs and other departments as needed.
24. May be requested to assist in audits and regulatory visits.

Other Responsibilities

1. Work effectively with others both within and outside the department. Work as a team with others.
2. Vary work hours as needed (minimal variation). 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).

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, pipettor, incubator, and other equipment needed to complete tasks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

JOB REQUIREMENTS

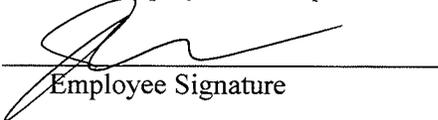
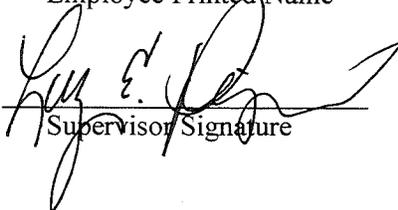
English literacy, good written and oral communication skills, basic math skills (calculating averages and percent), good time management, and basic computer skills and familiarity with Microsoft Office programs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, or supplies; and occasional lifting of up to 35 lbs. may be required. May be required to work an occasional Saturday and/or Sunday.

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.

<u>James Littlefield</u> Employee Printed Name	<u></u> Employee Signature	<u>12/12/17</u> Date
<u></u> Supervisor Signature		

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Job Description

Quality Assurance Processing Technician Level 1

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 (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
2. Conduct USDA and FDA Pre-Operational and Operational inspections daily.
3. Monitor GMPs and sanitizing during line set-up.
4. Monitor employee hand washing at beginning of shift.
5. Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
6. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
7. Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
8. 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.
9. Collect microbial and shelf life retention samples for evaluation.
10. Maintain legible, accurate records for all monitoring and testing conducted.
11. Verify metal detection for each line about every 30 minutes.
12. Verify operational checks for weights and residual gas.
13. Verify that all case labels are correct with the proper code date.
14. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
15. Perform record verification as required for Reichel products as assigned.
16. Follow all plant and employee safety rules and wear PPE as required.
17. Recommend product, packaging, quality and employee safety improvements.
18. Data entry as assigned.
19. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
20. Complete daily shift reports summarizing key events and corrective actions.
21. Use of computer for barcoding system (kitting, bin transfers, HOLDs, etc.), Microsoft Excel, Microsoft Outlook, and Microsoft Access.
22. Effectively communicate through verbal and written means to work efficiently with co-workers and other departments.

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23. Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
24. Responsible to maintain a clean and tidy work environment.
25. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
26. Use of other software and miscellaneous small equipment and devices for required tasks above.

OTHER RESPONSIBILITIES

1. Work effectively with others both within and outside the department. Work as a team with others.
2. Vary work hours as needed (minimal variation). 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).

PHYSICAL WORK ENVIRONMENT/WORKING CONDITIONS

The working environment will be in less than 50 degree Fahrenheit temperatures for a majority of the 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, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

TRAINING REQUIREMENTS

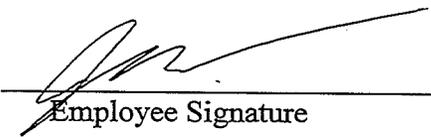
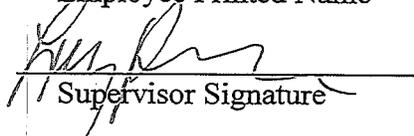
New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (calculating averages and percent), good time management, and basic computer skills and familiarity with Microsoft Office programs.

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.

<u>James C. McField</u> Employee Printed Name	<u></u> Employee Signature	<u>4-3-17</u> Date
<u></u> Supervisor Signature		

Job Description Sanitation Employee Level 1

SUMMARY

Personnel are responsible for the complete clean up of production and non-production areas, using low pressure water hoses, manual scrubbing and chemicals. Employees remove garbage, disassemble and reassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. This position includes cleaning of welfare areas as assigned. If absent, the Sanitation Lead and/or another trained employee or trained back-ups will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Know and understand cleaning procedures and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use SDS information when needed.
3. Understand the operational controls of production lines and other equipment scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials.
5. Employee works closely with other operators to attain daily production goals.
6. Must be able to do physically demanding work with some lifting, up to 50 lbs. Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
7. Comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and any other company or outside regulatory policies.
8. Maintain legible and accurate records for daily sanitation activities and chemical concentrations.
9. Knowledge and understanding of how to test chemical concentrations and use basic multiplication/addition/subtraction/division to figure out the correct concentrations and to achieve the desired mix ratio when mixing chemicals.
10. Must retain knowledge of all cleaning procedures necessary to the position.
11. Goals, standards and deadlines associated with cleanliness, cleaning times, production start times, etc. will be set with expectations of completing them.
12. Attend all department and plant meetings as well as complete all requested trainings and testing.
13. Dismantle, clean, reassemble and inspect particulate depositors, dip depositors, flume equipment, line packaging, filling, conveying and sealing equipment, etc.
14. Use approved cleaning equipment, such as squeegees, brushes, portable foamers, etc. to ensure accurate cleaning of the equipment being cleaned.
15. Perform miscellaneous duties as assigned.

3/14/2017

PHSICAL 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. This position requires the employees to work with a wide range of hazardous chemicals. This is a fast paced team oriented environment. This position requires the ability to hold on to trigger spray hose nozzles while spraying equipment down at different times through the shift for extended periods of time. This position requires the manual disassembly of conveyors, dip/particulate depositors, piping and other equipment as needed. Manual scrubbing with scrub pads and or brushes is required to thoroughly clean equipment. This position is set in a continuously wet environment and employee can expect some water to penetrate PPE. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

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, barrel dollies, pallet jacks, dip depositors, box/ tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

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.

James C. Hefield
Employee Printed Name


Employee Signature

3-17-17
Date


Supervisor Signature

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Job Description Sanitation Lead

SUMMARY

Assist with the implementation and supervision of plant sanitation for Reichel Foods, Inc., to allow for successful on time production start up. Ensure that sanitation employees follow compliance with regulatory standards and company policies and procedures for facility cleanliness. Assist with providing training for team members related to sanitation and employee safety. Provide suggestions to improve food safety and sanitation. Contribute towards a positive, orderly work environment designed to build morale, reduce turnover and insure employee safety. If absent, the Sanitation Supervisor will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Ensure compliance with USDA and FDA standards related to cleaning and sanitizing equipment in food processing facility with supervisor's guidance.
2. Ensure department compliance with company GMP Employee Hygiene Program, Safety Programs, Sanitation Department policies and procedures, and company policies.
3. Lead the sanitation team to efficiently and effectively clean and sanitize all food contact and non-food contact equipment and food processing areas for timely production start.
4. Assist with completion of Master Sanitation Schedule and assigned as required scheduling.
5. Take corrective action to microbial and environmental swab results to insure improvement and compliance with standards as directed by Sanitation Supervisor and/or QA.
6. Provide training for employees on chemical hazards, required PPE for the job, sanitation job duties and any other training deemed necessary.
7. Seek to improve current sanitation processes and procedures by testing new soaps and sanitizers, new equipment, and new methodology as these become available. Utilize technical resources available (chemical vendors, equipment vendors, internet, etc.).
8. Attend training to enhance knowledge of sanitation chemicals and processes, regulatory requirements, employee safety and food safety as it relates to sanitation.
9. Staff the sanitation crew as necessary to achieve results and complete performance evaluations in a timely manner.
10. Interact with QA, maintenance, purchasing and operations to insure clear communication and effective teamwork.
11. Support company food safety, quality and continuous improvement efforts through the implementation of the SQF System
12. Other duties as assigned.

OTHER RESPONSIBILITIES

1. Work effectively with others, both within and outside the department.
2. Vary work hours as needed (minimal variation). Schedule breaks around work load.
3. Follow safety rules, conduct rules, and other regulations; set an example for other employees 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).

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EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/ tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts and any other equipment necessary.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position may include working in a manufacturing environment and which could involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, lifting of up to 50lbs., and pushing/pulling of up to 2000 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

New Employee Orientation, On the Job Training, LOTO, Chemical Safety, Allergen Control, HACCP Plan, First Aid/CPR/ Blood borne Pathogens, Food Safety, Food Defense, SQF, Respirator Training, Crisis Management

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.

James Littlefield
Employee Printed Name


Employee Signature

7-13-16
Date


Supervisor Signature

Job Description Sanitation Employee

SUMMARY

Responsible for the complete clean up of production and non-production areas, using low pressure water hoses and chemicals. Employees remove garbage, disassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. Includes cleaning of welfare areas as assigned.

PRIMARY RESPONSIBILITIES

1. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. Understand the operational controls of production lines scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials. Employee works closely with other operators to attain daily production goals.
5. 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 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
6. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.
7. Must retain knowledge of all cleaning procedures necessary to the position.

PHSICAL 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 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity.

TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

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.

James Gifflefield
Employee Printed Name

Employee Signature

08-29-14
Date

Supervisor Signature