

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.

7/5/2016

22. Effectively communicate through verbal and written means to work efficiently with co-workers and other departments.
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).

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.

Jane Khonasawan
Employee Printed Name

Jane Khonasawan
Employee Signature

070516
Date

Kendra Gunt
Supervisor Signature



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, another trained employee or a trained back up will be scheduled to cover all 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 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. Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
6. 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.
7. Collect microbial and shelf life retention samples for evaluation.
8. Maintain legible, accurate records for all monitoring and testing conducted.
9. Verify metal detection for each line hourly.
10. Verify operational checks for weights and residual gas.
11. Verify that all carton and case labels are correct with the proper code date.
12. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF 2000 system.
13. Perform record verification as required for Reichel or Hormel products as assigned.
14. Follow all plant and employee safety rules and wear PPE as required.
15. Recommend product, packaging, quality and employee safety improvements.
16. Data entry as assigned.
17. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
18. Complete daily shift reports summarizing key events and corrective actions.
19. Use of computer for barcoding system (kitting, bin transfers, HOLDS, etc.)
20. Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
21. Responsible to maintain a clean and tidy work environment.
22. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
23. Use of other software and miscellaneous small equipment and devices for required tasks above.

Other Responsibilities

- *Work effectively with others both within and outside the department. Work as a team with others.
- *Vary work hours as needed (minimal variation). Schedule breaks around work load.
- *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.

9/6/2013

*Take care of and properly maintain the equipment used in this position (as appropriate).

Physical Working Environment

The working environment will be in less than 50 degree Farenheit temperatures for a majority of the required tasks. Some clerical work; a lot of walking and standing.

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

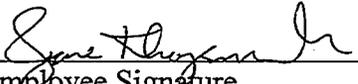
TRAINING REQUIREMENTS

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

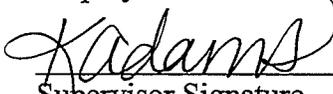
SIGNATURES

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.

Jane Khongsavanh
Employee Printed Name


Employee Signature

090613
Date


Supervisor Signature

9/6/2013

Job Description GMP Monitor

SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots and sleeves.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical 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.

Jane Khongsavanh Sme + Dungsunh 090613
Employee Printed Name Employee Signature Date

Kadams
Supervisor Signature

Job Description GMP Monitor



SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots and sleeves.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.
9. Act as a "buddy" to new employees in the exposed product areas. Will coach newer employees in GMPs.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical 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.

Jane Khonasavanh
Employee Printed Name

[Handwritten Signature]
Employee Signature

11/21/13
Date

3/21/2016

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Job Description Cartoner

SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers.

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 (QA0183 WI 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 Assistant Supervisor 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.

Jane Khongsavanh
Employee Printed Name

Employee Signature

03-21-16
Date

Supervisor Signature