

Job Description Tumbler Room Apple Box Transfer Person

SUMMARY

Responsible for placing full boxes of apples on a stainless steel table and removing the lids.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Wash hands and apply PPE in the Tumbler Room.
3. Remain in the hallway outside of the Tumbler Room.
4. Take four boxes of apples, place them on a stainless steel table, and remove the lids.
5. Keep the table full of apple boxes at all times.
6. Communicate with the Apple Tub Filler to verify the variety of apple needed.
7. Notify Lead or Supervisor when another pallet of apples is needed.
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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive lifting of 30 to 50 lbs.

EQUIPMENT/MACHINERY USED

Safety knife.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Jim A Hanson
Employee Printed Name

Jim A Hanson
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Tumbler Room Apple Slicer Operator

SUMMARY

Responsible for slicing apples while managing company processes, procedures and safe food handling practices.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Enter Tumbler Room wearing yellow boots, white rain pants, and goggles.
3. Inspect apple slicers to ensure all parts of the equipment are put back together and that the equipment is clean from sanitation.
4. Turn on slicers to warm them up for the start of shift.
5. Rinse the slicer with Klorman from the Klorman hose.
6. When the Line Lead approves startup, remove the weight from the top of the first tub of whole apples, and place it on the second tub.
7. Begin slicing, picking up apples out of the tub and placing them in the holes on the slicer. Place the apples with the stem sticking straight up.
8. Continue this process until all of the whole apples from the tub have been sliced. The goal is to fill any holes in the table as the table spins in a circle.
9. Periodically check the clear slotted tray below the chutes to see how full they are.
10. Once the tray is full (approximately 21 pounds) lift the tray out of the Klorman tub. Turn the tray sideways and rest it on top of the Klorman tub. Rinse the sliced apples with water from the blue hose.
11. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
12. Retrieve a sanitized slotted tray and place it under a slicer shoot for filling.
13. Once the tub of whole apples is empty, rotate the stainless steel cart 180 degrees, and remove the weight from the next tub of whole apples.
14. Repeat steps 7-14 throughout the shift.
15. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
17. Other duties as assigned by the Assistant Supervisor and Production Supervisor.

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PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive arm and wrist movement, push/pull up to 150 lbs., and lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, and hoses.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Jim A Hansen
Employee Printed Name

Jim A Hansen
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Tumbler Room Apple Tub Filler

SUMMARY

Responsible for dumping whole, untreated apples from the cardboard boxes into the white tubs filled with peracetic acid while following company guidelines.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Enter Tumbler Room wearing yellow boots, white rain pants, and goggles.
3. As tubs of peracetic solution are filled, dump the whole apples from cardboard boxes into the tubs of solution.
4. Take empty box and filler and place it on the garbage skeleton.
5. Monitor Apple Slicers to insure GMP compliance.
6. Repeat steps 3-5 throughout the shift.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. 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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Tumblers, hose, and safety knife

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Jim Ahanson

Employee Printed Name

Jim Ahanson

Employee Signature

9-24-13

Date

[Signature]

Supervisor Signature

Job Description

Tumbler Room Calcium Ascorbate Solution Soaker

SUMMARY

Responsible for soaking apples in Calcium Ascorbate for the required amount of time and transferring trays to the Hopper Filler and Cart Transfer Person throughout shift.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Enter Tumbler Room wearing yellow boots, white rain pants, and goggles.
3. Mix a batch bag (Calcium Ascorbate mixture) with 15 gallons of cold water in a large white tub.
4. Dispense mixed solution into the white Calcium Ascorbate soak tubs.
5. Continue steps 3 and 4 until 18 soak tubs are filled with solution.
6. As the Apple Slicer places slotted trays full of sliced apples into the Calcium Ascorbate solution, watch the clock and soak for 3 minutes. While the apples are soaking, push the slices into the solution to insure full coverage. Sort out poor quality slices into a separate white tub which will get emptied into a clear garbage bag.
7. Repeat steps 5 and 6 until each tub of solution has been used for eight slotted trays. Dispose of used solution in the designated gray barrel.
8. Remove slotted trays from tubs after three minutes and place them in the stainless steel rack, starting from the top and filling to the bottom rack. There will be six trays per rack.
9. Mix a batch bag with cold water and dump it into a large white tub.
10. As needed, pass trays from the racks through the window to the Hopper Fillers and Cart Transfer Person.
11. As needed, retrieve empty trays from the Hopper Fillers and Cart Transfer Person and place on the side of the sink to be sanitized. Thoroughly sanitize all trays with Klorman and return to the appropriate area.
12. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
13. Other duties as assigned by the Assistant Supervisor and Production Supervisor.

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PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Hoses

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Jim AHanson
Employee Printed Name

Jim AHanson
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description

Tumbler Room Carrot Tumbler Operator

SUMMARY

Responsible for treating and preparing raw carrots for packaging while following company guidelines.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Enter room wearing yellow boots, white rain pants, and goggles.
3. Set up soaking station, including white tubs, for soaking tumbled carrots in Calcium Chloride. Set up both tumblers for entire day of production. Sanitize the inside and outside of both tumblers prior to start.
4. Mix Calcium Chloride between tumblers. Take a premixed bag of Calcium Chloride, dump it into the designated container and fill with water. Stir to dissolve then dump into the Calcium Chloride tank. Add water to the fill mark in the tank (50 gallons).
5. Fill the tumblers with sixteen 25lb. bags of carrots.
6. Fill tumblers from the red Klorman hose until carrots are covered.
7. Notify Op Checker that the CCP check may be performed.
8. If CCP check is acceptable, place cover over the opening of the tumbler, secure tightly and set the vacuum to 8-10 Hgs.
9. Turn on the tumbler.
10. While the tumbler #1 is tumbling between ten and twenty minutes, repeat steps 5-9 for Tumbler #2.
11. When a tumble is complete, rotate the tumbler and slowly remove the cover. Slowly rotate the tumbler forward, draining the water and pouring the carrots into slotted trays.
12. Place slotted trays into white tubs for soaking in Calcium Chloride solution.
13. Once all tubs are full of slotted trays, take the clear hose from Calcium Chloride tank and fill tubs. Soak the carrots for a minimum of five minutes and a maximum of 20 minutes.
14. Once soaking time is complete, take each slotted tray and slide into the stainless steel racks. Starting with the top rack, moving to the bottom rack. There will be six trays per rack.
15. Repeat steps 5 through 14 throughout the entire shift.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.

17. 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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, lifting up to 50 lbs., and push and pull up to 500 lbs. with mechanical assistance.

EQUIPMENT/MACHINERY USED

Tumblers and hoses

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Jim A Hanson

Employee Printed Name

Jim A Hanson

Employee Signature

9-24-13

Date

[Signature]

Supervisor Signature

Job Description Tumbler Room Enclosed Cart Transfer Person

SUMMARY

Responsible for transporting enclosed stainless steel carts between the hallway outside of the Tumbler Room to the north production room (MV2/Rotary).

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Wash hands and apply PPE in the north production room.
3. Retrieve the enclosed stainless steel cart from the threshold of the MV1 entrance (white double doors). Wheel the cart to the big sliding door of the north production room.
4. Transfer the trays to the Hopper Filler, starting with the top tray, moving to the bottom tray.
5. Place empty trays from the Hopper Filler into Stainless Steel cart, and push it back across to the threshold of the MV1 entrance.
6. Repeat steps 3-5 throughout shift.
7. Do not lean on or handle anything other than the cart and slotted trays.
8. Sanitize sleeves and gloves after returning the cart and before retrieving new cart of trays.
9. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
10. 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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, push/pull up to 300 lbs., and lifting of up to 25 lbs.

EQUIPMENT/MACHINERY USED

Stainless steel cart

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Jim A Hanson
Employee/Printed Name

Jim A Hanson
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Tumbler Room Peracetic Acid Tub Handler

SUMMARY

Responsible for filling and maintaining the Peracetic Acid tubs and distributing the tubs.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, goggles, blue apron, disposable sleeves, white vinyl gloves, clean smock, white rain pants, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Enter room wearing yellow boots, white rain pants, and goggles.
3. Take the hose from the Peracetic Acid container, turn the valve on, and begin filling the Peracetic Acid tubs. Fill all tubs 2/3 full.
4. Once the Apple Tub Filler dumps apples into the tubs, check the time on the clock. After 3 minutes of soaking the whole apple, give the stainless steel cart to the Apple Slicer to begin slicing.
5. Repeat step 4 with all tubs while tracking time.
6. After 30 minutes, notify the Apple Slicer, Line Lead, and Sanitor that it is time to change Peracetic Acid solution.
7. Repeat steps 3-6 throughout the shift.
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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, push/pull up to 200 lbs., and lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Stainless steel cart and hoses

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Jim Attanson
Employee Printed Name

Jim Attanson
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature