



## Job Description Machine Operator Level 1

### SUMMARY

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

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
3. Operate the assigned machine in the most efficient, safe and cost effective way possible as outlined by company policies and metrics.
4. Required to begin working 30 minutes before start up time.
5. Ensure equipment has been properly re-assembled following the sanitation shift. Set up the production equipment before the start of each shift. Ensure equipment is in the proper location.
6. Before start up, conduct Pre Operational Sanitation Inspection and complete checklist QA0085FO.
7. Coordinate with the Lead or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
8. Coordinate with Tumbler Room and Production Scanner to insure the raw materials and packaging materials needed for production are available and scanned to production room.
9. Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
10. Install the head of the machine on the Orics 6 and Rotary.
11. Install carrier plates on the Rotary at start up and at changeovers.
12. Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
13. After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for start up of production.
14. Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
15. Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
16. Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
17. Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.
18. Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.

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19. Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.
20. Check tray seals throughout the day to insure film peels correctly.
21. Ensure product and trays have been depleted before mid shift sanitation begins.
22. Remove head on Orics 6 and Rotary to prepare for sanitation at the end of production run.
23. Assure the machine is wiped down, dip is wiped off, and product is removed for sanitation at the end of the production run.
24. Assist in preparing machine for sanitation.
25. Assist Production Supervisor to identify challenges in the production line, so a plan to solve them can be created.
26. Help train new employees on tasks they are to perform on the line and answer questions that arise.
27. Monitor machine and line operation.
28. Ensure the the machine and room are clean at all times.
29. At the end of the production run, remove the machine head (Orics and Rotary only), barrel, and film and verify they are returned to the correct location.
30. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
31. 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 Machine Operator Training.

#### **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.

John D. Cham  
Employee Printed Name

  
Employee Signature

5-16-2017  
Date

  
Supervisor Signature

7/5/2016

John Cham

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## Job Description Co-Packing Palletizer & Product Bin Filler

### SUMMARY

Responsible for rotating between positions at the end of the production line. The duties of each position will include: stacking finished boxes (shipper) on good pallets while following Customer Specification requirements, maintaining supply bins with components used in party tray production.

### 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. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### Palletizer

5. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
6. Insure the correct case label is applied to each box.
7. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
8. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
9. Using pallet wrap machine, wrap pallet with shrink wrap and insure it is wrapped tightly and completely from the top of the pallet to the top of the finished cases.
10. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.

#### Product Bin Filler

11. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.
12. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
13. Communicate with the Warehouse Line Supplier when supplies begin to run low.
14. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
15. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker. Meat boxes are stacked on a pallet for recycling. All other boxes are stacked on a separate pallet to be placed in the compactor.

7/5/2016

16. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.

### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

These positions are 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 hand movement, and frequent lifting of 30 - 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### EQUIPMENT/MACHINERY USED

Conveyor, Pallet jack, safety knife and pallet wrap machine

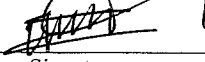
### TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

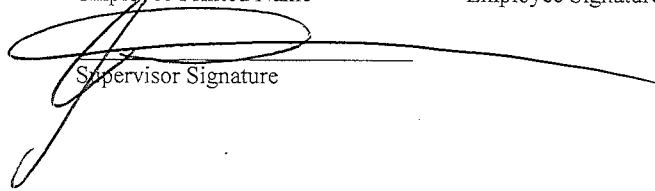
### SIGNATURES

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.

John Okello  
Employee Printed Name

  
Employee Signature

7-12-016  
Date

  
Supervisor Signature

## Job Description

### North Plant Palletizer & Product Bin Filler

#### SUMMARY

Responsible for rotating between positions at the end of the production line. The duties of each position will include: stacking finished boxes (shipper) on good pallets while following Customer Specification requirements, maintaining supply bins with components used in party tray production. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

#### 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. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### Palletizer

5. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
6. Insure the correct case label is applied to each box.
7. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
8. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
9. Using pallet wrap machine, wrap pallet with shrink wrap and insure it is wrapped tightly and completely from the top of the pallet to the top of the finished cases.
10. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.

#### Product Bin Filler

11. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.
12. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
13. Communicate with the Warehouse Line Supplier when supplies begin to run low.
14. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
15. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker.

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Meat boxes are stacked on a pallet for recycling. All other boxes are stacked on a separate pallet to be placed in the compactor.

16. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.

### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

These positions are 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 hand movement, and frequent lifting of 30 - 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### EQUIPMENT/MACHINERY USED

Conveyor, Pallet jack, safety knife and pallet wrap machine

### 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.

John Cham  
Employee Printed Name

[Signature]  
Employee Signature

5-30-17  
Date

[Signature]  
Supervisor Signature