

## **Job Description**

### **Co-Packing Start of Production Line**

#### **SUMMARY**

Responsible for rotating between positions at the start of the production line. The duties of each position will include: placing the lids on trays filled with components, inserting top label in lid, placing components in the correct position on the tray or insuring tape is applied to finished trays properly.

#### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices), vinyl gloves.
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
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.

##### **Lid Fastener**

5. Verify tray has the appropriate amount of components and in the correct compartments.
6. Place lid on tray insuring all sides have snapped together.
7. Insure the correct top label is being used.
8. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
9. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.

##### **Top Label Inserter**

10. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
11. Place label face down into dome of lid.
12. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
13. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
14. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.

##### **Tray Filler**

15. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.

16. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
17. Place component in the correct position on the tray.
18. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.

**Tray Taper**

19. Stack up trays for packaging when time available..
20. Verify lids are fastened to trays properly and refasten if necessary.
21. Insure trays have the correct amount of tape applied. Add tape if necessary.
22. Verify tape is fastened to the tray and lid and correct if needed.
23. Inspect top labels for any defects, discoloration, or torn areas.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

These positions are in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive arm and hand movement, and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**EQUIPMENT/MACHINERY USED**

Conveyor, Static bar, and tape dispenser

**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.

Juanita Allers  
Employee Printed Name

Juanita Allers  
Employee Signature

5-31-16  
Date

Phyllis  
Supervisor Signature

## Job Description Co-Packing Top Label Inserter

### SUMMARY

Responsible for placing top label in lid.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves 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 and gloves.
3. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
4. Place label face down into dome of lid.
5. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
6. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
7. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Production Supervisor and Production Manager.

### 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, and repetitive arm and hand movement.

### EQUIPMENT/MACHINERY USED

Static bar

### 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.

Juanita Allers  
Employee Printed Name

Juanita Allers  
Employee Signature

9-26-13  
Date

Phyllis Ch  
Supervisor Signature

## Job Description Co-Packing Tray Filler

### SUMMARY

Responsible for placing components in the correct position on the tray.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves 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 and gloves.
3. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
4. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
5. Place component in the correct position on the tray.
6. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Production Supervisor and Production Manager.

### 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, and repetitive arm and hand movement.

### EQUIPMENT/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.

Juanita Allers  
Employee Printed Name  
Phypony Chr  
Supervisor Signature

Juanita Allers  
Employee Signature

9-26-13  
Date