

4/3/2017

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Justin
LONG

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

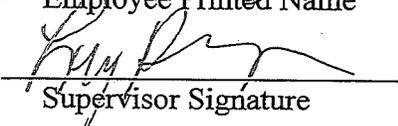
New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

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>Justin Long</u> Employee Printed Name	<u></u> Employee Signature	<u>04/03/17</u> Date
<u></u> Supervisor Signature		



Job Description General Op Checker

SUMMARY

Responsible for the inspection of production processes in a fast pace environment to ensure quality and food safety requirements are met. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Prep necessary paperwork for the day dictated by production plan.
2. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, white bump cap, blue vinyl gloves, clean smock, and yellow rubber boots. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices) when necessary.
3. Wash hands thoroughly and be prepared for production to begin at the start time for the room you will be working in.
4. Sanitize work station, scales, clipboards, calculator and other equipment with Sani-wipes.
5. Responsible for maintaining a clean and tidy work station throughout and after shift.
6. Maintain legible and accurate documentation of records throughout the production process.
7. At the start-up of each production line and at the frequency specified thereafter in the FDA Label Verification Work Instruction (QA0483WI), perform a verification of the materials being used against the Operations Product Specification.
8. Perform Finished Product and Component weight checks as stated in the Product, Sampling and Analysis Procedure (QA0254PR).
 - a. Communicate any low or high weights appropriately with Machine Operators and Supervisors for corrective action.
9. Monitor Gas Residual for MAP packaging throughout shift as stated in QA0254PR.
10. Evaluate package seals and visual quality of product throughout operations.
11. Complete Operational QC Checklists approximately every 30 minutes.
 - a. Product evaluation, seal evaluation, tray counts, and tray positions in finished goods packaging
 - b. Monitor and audit depositor parts to insure no foreign materials present hazards to product.
 - c. Monitor and record lot numbers for dips and trays used in production process for traceability purposes.
12. Identify deviations in the production process and communicate to the Assistant Supervisor, Line Lead, operators, and quality personnel to make the required corrections in the process to insure quality goals are being met.
13. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
14. Responsible for completing records associated with monitoring checks.
15. 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 frequent lifting of less than 10 lbs.

EQUIPMENT/MACHINERY USED

Scales, gas analyzer and other equipment/utensils needed to complete quality checks.

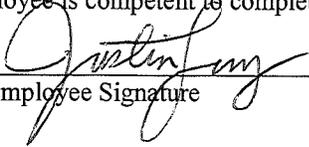
TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and completion of Op-checker training checklist (QA0417FO).

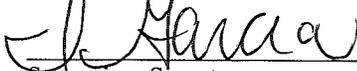
SIGNATURES

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.

Justin Long
Employee Printed Name


Employee Signature

Mar 31, 2015
Date


Supervisor Signature

Justin Long

9/10/2013 3:47:00 PM



Job Description Denester Filler

SUMMARY

Responsible for keeping an adequate supply of empty product trays in the denester.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, white vinyl gloves, disposable sleeves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Retrieve a single box of trays from the Production Scanner at the threshold of the production room.
3. Transfer box of trays from the wood pallet at threshold to a blue plastic pallet in production area.
4. Using a pallet jack designated for that room, pull the pallet of trays over to the machine that will be filled.
5. Wash hands, change sleeves and gloves.
6. Pull bags of trays out of the box.
7. Stage stacks of trays on the table/cart at the denester.
8. Place small stack of trays into each slot of the denester.
9. Keep an adequate supply of empty product trays in the denester.
10. Manually place trays onto the conveyor as needed.
11. At the end of the production run, place loose trays back into bags and return to inventory.
12. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
13. Other duties as assigned by the Assistant Supervisor or 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, frequent lifting of up to 50lbs, and pushing/pulling of 150 lbs.

EQUIPMENT/MACHINERY USED

Pallet jack and denester

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.

Justin Long
Employee Printed Name

Justin Long
Employee Signature

11-21-13
Date

[Signature]
Supervisor Signature

Job Description Production Scanner

SUMMARY

Responsible for supplying and accurately scanning all materials needed for production.

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 (QA0183WI Good Manufacturing Practices).
2. Provide all necessary materials to production.
3. Stand at the threshold of production room but do not enter production room.
4. Scan all materials into the correct manufacturing bins.
5. Verify quantity of materials on a License Plate.
6. Enter adjustment to provide exact quantities on a pallet for a License Plate.
7. Insure materials no longer necessary for production are returned to the correct bin location.
8. Assist with cycle counts to insure inventory is accurate.
9. As time permits, dump cardboard into the cardboard compactor.
10. Verify the WOW system to insure inventory in the manufacturing bins are still necessary for production. Verify with the Machine Operator or Line Lead to insure the quantities in the production room match with WOW inventory.
11. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
12. Other duties as assigned by the Assistant Supervisor or Production Supervisor.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing for long periods of time, continuous walking, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand motions, and repetitive lifting of 110 lbs, and frequent pushing/pulling of up to 2500 lbs. with mechanical assistance.

EQUIPMENT/MACHINERY USED

Scanner, pallet jack, forklift, dip dolly and cardboard compactor.

TRAINING REQUIREMENTS

New Employee Orientation and on the job training. On the job training for scanner software. Knowledge of Reichel Foods' operations is necessary.

SIGNATURES

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Justin Long
Employee Printed Name


Employee Signature

11-21-13
Date


Supervisor Signature

Job Description Taper

SUMMARY

Responsible for feeding finished cases through the automatic taping machine.

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 (QA0183WI Good Manufacturing Practices).
2. Visually inspect open box for the correct amount of trays.
3. Fold down box lid and transfer through taping machine.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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 repetitive lifting of up to 10 lbs.

EQUIPMENT AND MACHINERY USED

Conveyor

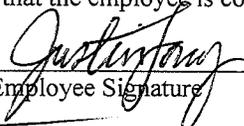
TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

SIGNATURES

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Justin Long
Employee Printed Name


Employee Signature

11-21-13
Date


Supervisor Signature

Job Description Tray Filler

SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, 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. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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.

EQUIPMENT AND MACHINERY USED

None

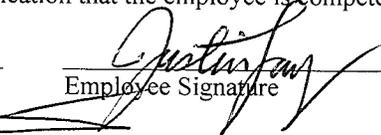
TRAINING REQUIREMENTS

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.

Justin Long
Employee Printed Name


Employee Signature

11-21-13
Date


Supervisor Signature

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.

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.

Justin Long
Employee Printed Name

Justin Long
Employee Signature

11-21-13
Date

[Signature]
Supervisor Signature

Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment.

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 (QA0183WI Good Manufacturing Practices).
2. Visually inspect final case label placement.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
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 for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand movements, and repetitive lifting of up to 25 lbs.

EQUIPMENT AND MACHINERY USED

Pallet jack

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.

Justin Long
Employee Printed Name

Justin Long
Employee Signature

11-21-13
Date

[Signature]
Supervisor Signature