

Job Description Co-Packing Lid Fastener

SUMMARY

Responsible for placing the lids on trays filled with components.

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

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.

Keang Chhay Vong
 Employee Printed Name

[Signature]
 Supervisor Signature

[Signature]
 Employee Signature

09/26/2013
 Date

Job Description Hormel Line Lead Person

SUMMARY

Assists the Production Supervisor in the achievement of production goals while ensuring a safe work environment for the team lead, as well as compliance with company policies.

PRIMARY RESPONSIBILITIES

1. Assists the Production Supervisor in leading the production activities of the Hormel production line.
2. Ensures production meets efficiency and quality standards by checking and adjusting production to meet quality requirements.
3. Along with QA and Supervisors, determines the production code date to be used in a production run by checking the manufactured date on the ingredients to be used.
4. Prints case labels to be used during production runs, ensuring product identification and traceability.
5. May operate the shrink wrapping and labeling equipment, helps set the code date to be used on the labeling equipment.
6. Assist the Production Supervisor in determining the amount of materials to be used during a run to ensure there are enough supplies available.
7. Assists the Production Supervisor in the training and development of employees.
8. Supports the machine operators in production set up.
9. Assists the machine operators, as well as maintenance, in identifying and troubleshooting production equipment challenges.
10. Other duties as assigned by the Production Supervisor.
11. Follows and insures adherence of line personnel to company Employee Hygiene Practices and food safety procedures.