

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 (QA0183WI 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

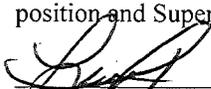
Conveyor

TRAINING REQUIREMENTS

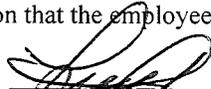
New Employee Orientation and on the job training.

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.



 Employee Printed Name



 Employee Signature

9-24-13

 Date



 Supervisor Signature

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.

Leodegario
Employee Printed Name

[Signature]
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Hopper Filler

SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, goggles, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Insure product hopper on designated machine is supplied with RTE product.
3. MV1 and Orics 6: Hopper Filler brings cart filled with full slotted trays from the Tumbler Room window to designated line.
 - a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
 - b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
 - c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
4. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
 - a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
 - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
 - c) Sanitize rack before loading additional full slotted trays.
5. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
6. 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

Stainless steel carts

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.

Leodegenio
Employee Printed Name

[Signature]
Employee Signature

9-24-13
Date

[Signature]
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

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.

Leodegario
Employee Printed Name

[Signature]
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Tray Feeder for Card Applicator

SUMMARY

Responsible for visually inspecting underside of product trays and aligning trays for card application process.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Perform visual checks of the underside of product trays for damage to trays.
3. Dispose of trays that do not meet the physical specification into clear garbage bags.
4. Align trays on the conveyor face down, one tray per space, with dip compartment away from you.
5. If trays are flowing too fast, place trays into a WIP container.
6. As time permits, transfer WIP trays onto the conveyor to flow through the card applicator.
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/arm motions, and occasional lifting of up to 30 lbs.

EQUIPMENT/MACHINERY USED

Tray flipper, conveyor, gluer, and card applicator.

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.

Leodegario
Employee Printed Name

[Signature]
Employee Signature

9-24-13
Date

[Signature]
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.

Leodagorio
Employee Printed Name

[Signature]
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature