

11/12/2019

Job Description Reichel Line Lead Person

SUMMARY

Assists the Production Supervisor, Assistant Supervisor, and Machine Operator in the achievement of production goals while ensuring a safe work environment for the production team. Give direction to line workers about work flow, as well as compliance with company policies and GMPs. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, red bump cap, disposable apron, disposable sleeves, vinyl gloves (color would depend on which end of the line the Lead is assisting), clean smock, and assigned footwear. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Assists the Machine Operator in leading the production activities of the Reichel production line.
3. Change labels during changeovers.
4. Program Video Jet with appropriate Julian Date and Use By Date at the start of the shift and during changeovers (OP0004FO Video Jet Code Date Check Sheet).
5. Program back card scanner to the appropriate UPC code for each item being produced (OP0002WI Barcode Scanner Work Instruction and OP0003FO Barcode Scanner Check Sheet).
6. Enter appropriate product information using case label software (QA0554WI Case Label Printing Instructions).
7. Verify the correct packaging materials are in the room; ensuring the correct size cartons and the correct color boxes are available.
8. Assist on the finished product end of the line with assembling boxes and filling back cards on the card applicators as needed.
9. If any position falls behind from the finished product end, assist that position in getting caught up.
10. Ensure production meets efficiency and quality standards by checking and making the necessary adjustments.
11. Monitor tray waste at the post packaging inspector point, transfer, denester, and cartoning end of machine. Complete a Tray Waste Form to document waste during the shift for that machine.
12. Perform label verifications if Supervisor is unavailable. A Supervisor or Line Lead must sign off on all label verifications (QA0556FO Reichel Label Printing Checklist).
13. Assist the Production Supervisor in the training and development of employees. The Line Lead will be a "buddy" for any new employees and assist in training.
14. Support the Machine Operators in production set up and changeovers. Assist the Machine Operator in bringing supplies to the machine from the threshold of the room.
15. Assist the Machine Operator and Maintenance in identifying and troubleshooting production equipment challenges.

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16. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
17. 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, and pushing/pulling up to 550 lbs, and lifting up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Lead/Machine Operator Training (OP0129FO) and knowledge of all line positions.

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

EQUIPMENT/MACHINERY USED

Card applicator, gluer, taper, dip dolly, pallet jack, scanner, conveyors, denesters, depositors, and tray 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.

Lorena Cabrera
Employee Printed Name

Lorena Cabrera
Employee Signature

11-12-19
Date

[Signature]
Supervisor Signature