10/5/2018

Darrios G.

Job Description
Raw Room Carrot Tumbler Operator

SUMMARY

Responsible for treating and preparing raw carrots for packaging while following company guidelines. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Enter room wearing yellow boots, white rain pants, and goggles
3. Set up soaking station, including white tubs, for soaking tumbled carrots in Calcium Chloride. Set up both tumblers for entire day of production. Sanitize the inside and outside of both tumblers prior to start
4. Mix Calcium Chloride between tumbles. Take a premixed bag of Calcium Chloride, dump it into the designated container and fill with water. Stir to dissolve then dump into the Calcium Chloride tank. Add water to the fill mark in the tank (50 gallons).
5. Fill tumblers from the red Klorman hose
6. Notify Op Checker that the CCP check may be performed. CCP check needs to be performed on each tumble
7. Fill the tumblers with sixteen 25lb. bags of carrots after the Op Checker has gotten an acceptable result
8. If CCP check is acceptable, place cover over the opening of the tumbler, secure tightly and set the vacuum to 8-10 Hgs
9. Turn on the tumbler
10. While the tumbler #1 is tumbling between ten and twenty minutes, repeat steps 5-9 for Tumbler #2
11. When a tumble is complete, rotate the tumbler and slowly remove the cover. Slowly rotate the tumbler forward, draining the water and pouring the carrots into slotted trays
12. Place slotted trays into tubs for soaking in Calcium Chloride solution
13. Once all tubs are full of slotted trays, take the clear hose from Calcium Chloride tank and fill tubs. Soak the carrots for a minimum of five minutes and a maximum of 20 minutes
14. Once soaking time is complete, take each slotted tray and slide into the stainless steel racks. Starting with the top rack, moving to the bottom rack. There will be six trays per rack
15. Repeat steps 5 through 14 throughout the entire shift
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
17. Other duties as assigned by the Line Lead and Production Supervisor

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

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, lifting up to 50 lbs., and push and pull up to 500 lbs. with mechanical assistance. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED
Tumblers and hoses

TRAINING REQUIREMENTS
New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Darrius L.	Darrius L	10-5-18
Employee Printed Name	Employee Signature	Date

Supervisor Signature

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

10/5/2018

Job Description
Raw Room Sanitor

SUMMARY

Responsible for cleaning and maintaining the raw product room. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, blue bump cap, blue apron, white rain pants, disposable sleeves, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Enter room wearing yellow boots, white rain pants, and goggles
3. Sanitize the slicers and tumblers with after initial setup has been completed, sanitize with a no rinse sanitizer
4. Setup black garbage bags and one clear garbage bag. Place apple core buckets under the slicers (Tumbler Room only or core conveyor breakdown)
5. Responsible for keeping apple core buckets empty during production. When buckets are full, empty into grinder machine, use the black garbage bags when the grinder machine is down. This process is repeated throughout the day
6. Remove full garbage bags from the skeletons and pass through the door to the Hallway Sanitor
7. Carefully squeegee the floor to remove excess water and debris
8. Responsible for picking up fallen tools or equipment and sanitizing them as described below
    a) Zone 1 items (paddles, scoops, apple tubs, slotted trays, etc) that fall on the floor need to be marked "to be cleaned" and placed in the sanitation area for proper cleaning. Each sink (MV2 and Tumbler Room) will have one compartment designated for items "to be cleaned". The other two compartments will be designated for "clean items."
    b) Nuts, bolts, and other small items will be placed in a container near the "to be cleaned" section of the three compartment sink by the Sanitor or maintenance personnel (gloves and sleeves must be changed). If these small items are needed immediately; Zone 1 and 2 items needed to be full cleaned by a trained sanitation employee. Zone 3 through 5 items can be cleaned using a disinfected wipe by maintenance.
    c) Knives (need to be opened), tools (if not complex tools), and pens need to be thoroughly sanitized.
    d) Generally, only Sanitors can pick up these items from the floor (exceptions are Maintenance, Line Leads or Supervisors who must follow the proper handling instructions)
9. Manage any drain issues or notify the Production Supervisor or Line Lead if unable to correct issue
10. Do not come in contact with other employees, product, or product equipment
11. This position may rotate with the Hallway Sanitor position during the same shift

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

12. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
13. Other duties as assigned by the Line Lead 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, must possess physical stamina with a range of motion and dexterity, and repetitive lifting of 30 to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED
Floor squeegee, pump sprayer, apple grinder, floor shovel

TRAINING REQUIREMENTS
New Employee Orientation, New Sanitation/Production Employee Training (ST0021FO), 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.

Darrius L.	Darrius L	10-5-18
Employee Printed Name	Employee Signature	Date

Supervisor Signature

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

10/5/2018

Job Description
Flume

SUMMARY

Responsible for slicing apples and filling slotted trays with sliced apples, while managing company processes, procedures and safe food handling practices. Slotted trays should be filled approximately half full with sliced apples (21 pounds). This position is required to sanitize returning trays when available to. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Enter Raw Room wearing yellow boots, white rain pants, and goggles
3. Inspect apple slicers to ensure all parts of the equipment are put back together and that the equipment is clean from sanitation
4. Turn on slicers to warm them up for the start of shift
5. Place empty slotted trays on the scale machine at the outfeed exit end of the flume
6. Sort out poor quality apple slices (seeds, seed pockets, stems, broken slices) as they fall from Tank 3 treatment discharge conveyor into the slotted trays
7. Place filled slotted trays into the stainless steel racks, transfer sliced apples trays to window person
8. All slotted trays returned to the Raw Room need to be sanitized with Klormon in the sink area
9. Do not lean on or handle anything other than the cart and slotted trays
10. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
11. Other duties as assigned by the Assistant Supervisor and Production Supervisor

<u>Slicing Room:</u>

12. Begin slicing, picking up apples out of the trough, and placing them in the openings on the slicer. Place the apples with the stem sticking straight up.
13. Continue this process until all of the whole apples from the trough, have been sliced. The goal is to fill any openings in the table as the table spins in a circle.
14. Monitor apple slices to for indication of broken, missing or dull blades.

<u>Tumbler Room:</u>

15. Rinse the slicer with Klorman from the Klorman hose.
16. When the Line Lead approves startup, remove the weight from the top of the first tub of whole apples, and place it on the second tub.
17. Begin slicing, picking up apples out of the tub, and placing them in the openings on the slicer. Place the apples with the stem sticking straight up.

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

18. Continue this process until all of the whole apples from the tub, have been sliced. The goal is to fill any openings in the table as the table spins in a circle.
19. Periodically check the clear slotted tray below the chutes to see how full they are.
20. Once the tray is full (approximately 21 pounds) lift the tray out of the Klorman tub. Turn the tray sideways and rest it on top of the Klorman tub. Rinse the sliced apples with water from the blue hose.
21. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
22. Retrieve a sanitized slotted tray and place it under a slicer shoot for filling.
23. Once the tub of whole apples is empty, rotate the stainless steel cart 180 degrees, and remove the weight from the next tub of whole apples.
24. Repeat steps 7-14 throughout the shift.
25. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
26. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
27. Other duties as assigned by the Line Lead and Production Supervisor.
28. Monitor apple slices to for indication of broken, missing or dull blades.

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, repetitive arm and wrist movement, push/pull up to 150 lbs., and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, flume and hoses.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Darrius L.	Darrius L.	10-5-18
Employee Printed Name	Employee Signature	Date

Supervisor Signature

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

10/5/2018

Job Description
Raw Room Apple Tub Filler/Apple Box Transfer

SUMMARY

Responsible for dumping whole, untreated apples from the cardboard boxes into flume Tank #1 (or white tubs in Tumbler Room); filled with peracetic acid while following company guidelines. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Enter Raw Room wearing yellow boots, white rain pants, and goggles
3. Apple dumper transfers apple boxes from the transfer in the hallway into the slicing room
4. Monitor Apple Slicers to insure GMP compliance
5. Repeat steps 3-5 throughout the shift
6. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
7. Other duties as assigned by the Line Lead 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 repetitive lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Tumblers, hose, and safety knife

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Darrius L.	Darrius	10-5-18
Employee Printed Name	Employee Signature	Date

Supervisor Signature

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

10/5/2018

Job Description
Raw Room Enclosed Cart Transfer Person

SUMMARY

Responsible for transporting enclosed stainless steel carts between the hallway outside of the Tumbler Room to the north production room (MV2/Rotary). If absent, another trained employee or trained backup will be scheduled to cover the responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Wash hands and apply PPE in the north production room
3. Retrieve the enclosed stainless steel cart from the threshold of the MV2 entrance (white double doors). Wheel the cart to the big sliding door of the north production room
4. Transfer the trays to the Hopper Filler, starting with the top tray, moving to the bottom tray
5. Place empty trays from the Hopper Filler into Stainless Steel cart, and push it back across to the threshold of the MV2 entrance
6. Repeat steps 3-5 throughout shift
7. Do not lean on or handle anything other than the cart and slotted trays
8. Sanitize sleeves and gloves after returning the cart and before retrieving new cart of trays.
9. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
10. Other duties as assigned by the Line Lead 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, push/pull up to 300 lbs., and lifting of up to 25 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Stainless steel cart

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Darrius L.	Darrius	10-5-18
Employee Printed Name	Employee Signature	Date

Supervisor Signature

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).

10/5/2018

Job Description
Raw Room Apple Box Transfer Person (Tumbler Only)

SUMMARY
Responsible for placing full boxes of apples on a stainless steel table and removing the lids. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES
1. **Personal Protective Equipment Required (PPE)**: ear plugs, hairnet, hood, disposable apron, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices)
2. Wash hands and apply PPE in the Tumbler Room
3. Remain in the hallway outside of the Tumbler Room
4. Take four boxes of apples, place them on a stainless steel table, and remove the lids
5. Keep the table full of apple boxes at all times
6. Communicate with the Apple Tub Filler to verify the variety of apple needed
7. Notify Lead or Supervisor when another pallet of apples is needed .
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs
9. Other duties as assigned by the Line Lead 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 repetitive lifting of 30 to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED
Safety knife

TRAINING REQUIREMENTS
New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Darrius L.	Darrius L	10-5-18
Employee Printed Name	Employee Signature	Date

Supervisor Signature

Trade Secret: confidential commercial information exempt from disclosure pursuant to 5 U.S.C. § 552(b)(4).