

Job Description

North Plant Warehouse

SUMMARY

Responsible for rotating between positions within the Co-Packing Warehouse. The duties of each position will include: loading trailers with finished goods and preparing load for pick up, supplying the production lines with the correct materials throughout entire shift, accurately receiving raw materials and transferring materials to the correct bin locations or staging materials that will be used in production and returning any unused materials back to the correct bin location. If absent, another trained employee or a trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs and hair nets in required areas. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
3. Responsibilities may include driving the spotter truck and being a spotter for the person driving the spotter truck.
4. Other duties as assigned by the Production Supervisor and Production Manager.

Warehouse Finished Goods Loader

5. Verify that all cases have a case label and the label is correct.
6. Visually inspect quality of pallets as well as insure finished product is neatly stacked and wrapped tightly.
7. Insure LP has correct information such as lot number, item number, and quantity.
8. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
9. Before loading finished pallet on trailer, inspect reefer for proper temperature setting and verify trailer is clean. Insure wheel chocks are in place and dock lock is engaged if available.
10. Complete a Receiving/Shipping Trailer Inspection Checklist (WH0004FO) for each new load.
11. Inspect all trailers in the lot at the beginning of shift and mid shift to insure reefers are working properly and maintained at the correct temperature. Document on the Trailer Temp Monitoring Form WH0013FO.
12. Keep warehouse and dock area clean at all times.
13. Assist production with disposing cardboard when time is available.

Warehouse Line Supplier

14. Retrieve materials from staging area and supply the production line. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
15. Verify product dates from inventory sheet to insure products are being used First in First out (FIFO).
16. Insure lines are stocked at all times so there is no interruption in production.
17. When a finished item quantity is complete, take unused raw materials out of production, count, wrap pallet, and write the remaining quantity, lot number, and weight on the plastic wrap.
18. Keep production area clean to insure there are no safety hazards.
19. Wrap recycled meat boxes after correct quantity has been stacked on pallet.

4/20/2026

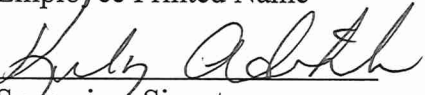
SIGNATURES

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.

Martise Thomas
Employee Printed Name


Employee Signature

4/20/26
Date


Supervisor Signature

