

3/21/2016

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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. May be required to work an occasional Saturday and/or Sunday as needed.

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.

Marla Joanne Jaime
Employee Printed Name

Marla Joanne Jaime
Employee Signature

3/21/16
Date

J. Garcia
Supervisor Signature

**Job Description
Break Room/ Office Area Sanitation
Employee**

SUMMARY

Responsible for the upkeep of Reichel Foods break room, locker room and office areas during production hours. Employees keep the floor clear of debris and keep the floors dry using squeegees, including removal of garbage and cardboard. Includes cleaning of welfare areas and outside property as assigned. At the Supervisors' request, employees may be assigned to other sanitation tasks as needed.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, disposable sleeves, blue vinyl gloves, clean smock, blue bump cap and yellow rubber boots may be required with certain chemicals and in certain areas of the plant.
2. Must complete safety training associated with any chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. May need to do light janitorial work and other cleaning as needed at other Reichel Foods owned facilities.
4. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 4 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
5. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.

PHSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity.

TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO)

EQUIPMENT/MACHINERY USED

Brooms, Dust Pans, Mops, Cardboard and Trash Compactors, Vacuums, Pump Sprayers.

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.

Maria Loevano
Employee Printed Name

Maria Loevano 5/5/2014
Employee Signature Date

[Handwritten Signature]
Supervisor Signature

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TRAINING REQUIREMENTS

Orientation, on-the-job training, chemical safety training

EQUIPMENT/MACHINERY USED

Brooms, Dust Pans, Mops, Cardboard and Trash Compactors, Vacuums, Pump Sprayers.

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.

Maria Laverano
Employee Printed Name

Maria Mercedes Laverano
Employee Signature

1/11/16
Date

[Signature]
Supervisor Signature