

## Job Description General Op Checker

### SUMMARY

Responsible for the inspection of production processes in a fast pace environment to ensure quality and food safety requirements are met. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

### PRIMARY RESPONSIBILITIES

1. Prep necessary paperwork for the day dictated by production plan.
2. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, white bump cap, blue vinyl gloves, clean smock, and yellow rubber boots. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices) when necessary.
3. Wash hands thoroughly and be prepared for production to begin at the start time for the room you will be working in.
4. Sanitize work station, scales, clipboards, calculator and other equipment with Sani-wipes.
5. Responsible for maintaining a clean and tidy work station throughout and after shift.
6. Maintain legible and accurate documentation of records throughout the production process.
7. At the start-up of each production line and at the frequency specified thereafter in the FDA Label Verification Work Instruction (QA0483 WI), perform a verification of the materials being used against the Operations Product Specification.
8. Perform Finished Product and Component weight checks as stated in the Product, Sampling and Analysis Procedure (QA0254PR).
  - a. Communicate any low or high weights appropriately with Machine Operators and Supervisors for corrective action.
9. Monitor Gas Residual for MAP packaging throughout shift as stated in QA0254PR.
10. Evaluate package seals and visual quality of product throughout operations.
11. Complete Operational QC Checklists approximately every 30 minutes.
  - a. Product evaluation, seal evaluation, tray counts, and tray positions in finished goods packaging
  - b. Monitor and audit depositor parts to insure no foreign materials present hazards to product.
  - c. Monitor and record lot numbers for dips and trays used in production process for traceability purposes.
12. Identify deviations in the production process and communicate to the Production Supervisor, Line Lead, operators, and quality personnel to make the required corrections in the process to insure quality goals are being met.
13. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
14. Responsible for completing records associated with monitoring checks.
15. Other duties as assigned by the Lead and Production Supervisor.

7/19/2016

**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 frequent lifting of less than 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**EQUIPMENT/MACHINERY USED**

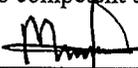
Scales, gas analyzer and other equipment/utensils needed to complete quality checks.

**TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, and completion of Op-checker training checklist (QA0417FO).

**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.

<u>MARTA SELOMOV</u>	<u></u>	<u>02-01-17</u>
Employee Printed Name	Employee Signature	Date
<u></u>		
Supervisor Signature		

## Job Description Co-Packing Top Label Inserter

### SUMMARY

Responsible for placing top label in lid.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
4. Place label face down into dome of lid.
5. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
6. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
7. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Production Supervisor and Production Manager.

### 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, and repetitive arm and hand movement.

### EQUIPMENT/MACHINERY USED

Static bar

### 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.

MARTA - SELOMON

Employee Printed Name

Employee Signature

09/27/2013  
Date

Supervisor Signature

## Job Description Co-Packing Tray Filler

### SUMMARY

Responsible for placing components in the correct position on the tray.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet, vinyl gloves and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
4. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
5. Place component in the correct position on the tray.
6. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Production Supervisor and Production Manager.

### 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, and repetitive arm and hand movement.

### EQUIPMENT/MACHINERY USED

Conveyor

### TRAINING REQUIREMENTS

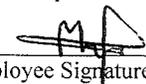
New Employee Orientation and on the job training.

### SIGNATURES

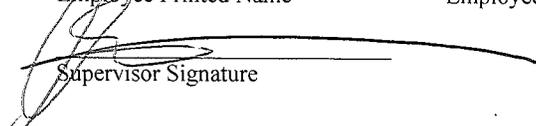
Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

MARTA - SELMON

Employee Printed Name

  
Employee Signature

09/27/2013  
Date

  
Supervisor Signature

## 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.

Marta  
Employee Printed Name

[Handwritten Signature]  
Employee Signature

12-30-13  
Date

[Handwritten Signature]  
Supervisor Signature