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## Job Description

### Tumbler Room Apple Slicer Operator

#### SUMMARY

Responsible for slicing apples while managing company processes, procedures and safe food handling practices.

#### 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 Tumbler 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. Rinse the slicer with Klorman from the Klorman hose.
6. 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.
7. Begin slicing, picking up apples out of the tub and placing them in the holes on the slicer. Place the apples with the stem sticking straight up.
8. Continue this process until all of the whole apples from the tub have been sliced. The goal is to fill any holes in the table as the table spins in a circle.
9. Periodically check the clear slotted tray below the chutes to see how full they are.
10. 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.
11. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
12. Retrieve a sanitized slotted tray and place it under a slicer shoot for filling.
13. 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.
14. Repeat steps 7-14 throughout the shift.
15. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
17. Other duties as assigned by the Assistant Supervisor and Production Supervisor.

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### 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.

### EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, 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.

Martin Alvarado  
Employee Printed Name

Martin Alvarado  
Employee Signature

1-5-16  
~~9-10-13~~  
Date

[Signature]  
Supervisor Signature

## **Job Description Tumbler Room Sanitor**

### **SUMMARY**

Responsible for cleaning and maintaining the raw product room.

### **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 quat after initial setup has been completed.
4. Setup black garbage bags, one clear garbage bag, and place apple core buckets under the slicer.
5. Responsible for keeping apple core buckets empty during production. When buckets are full, empty into the black garbage bags. This process is repeated throughout the day.
6. Remove full garbage bags from the skeletons and pass through the door to the Assistant Sanitor.
7. Carefully squeegee the floor to remove excess water and debris.
8. Sanitize the room periodically with quat around the table legs, slicer legs, stainless steel carts and stainless steel racks.
9. 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 (MV1, 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, maintenance could use them after washing them using Orbit (in a hand pump container) and Sani-wiping them.
  - 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).
10. Manage any drain issues or notify the Production Supervisor or Assistant Supervisor if unable to correct issue.

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11. Do not come in contact with other employees, product, or product equipment.
12. This position does not rotate with other Tumbler Room positions during the same shift.
13. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
14. 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 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.

### **EQUIPMENT/MACHINERY USED**

Squeegee, shovel, and hoses.

### **TRAINING REQUIREMENTS**

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

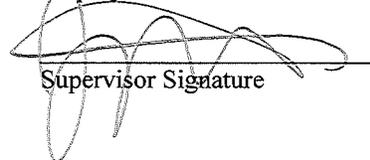
### **SIGNATURES**

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.

Martin Alvarado  
Employee Printed Name

Martin Alvarado  
Employee Signature

09-05-16  
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.

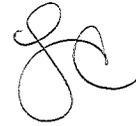
Martin Alvarado  
Employee Printed Name

Martin Alvarado  
Employee Signature

02-04-15  
Date

J. Garcia  
Supervisor Signature

**Job Description  
Sanitation/Production Employee**



**SUMMARY**

Responsible for the upkeep of production and non-production areas during production hours. Employees keep the floor clear of debris and keep the floors dry using squeegees, including removal of garbage and cardboard. At their supervisor's request they may disassemble some equipment, wash and clean the equipment, and prepare for inspection in the morning prior to general operations start up, use low pressure water hoses and or various cleaning chemicals and sanitizers, if they have undergone all necessary training to do so .Includes cleaning of welfare areas and outside property as assigned.

**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.
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 use pallet jack to move materials. Employee works closely with other operators to attain daily production goals.
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.
6. Floor squeegees and waste shovels will be used to remove liquids and or product from floor areas. Squeegees should be used in a pulling motion whenever possible with the head not leaving the floor whenever possible. Squeegeeing underneath exposed product is only acceptable at mid-shifts or if direction by Supervisor is given. Squeegees and shovels should be carried with the bottoms as low to the floor as possible and should be stored in a sanitizer bath when not in use.
7. Any trash off the floor should only be put into black garbage bags and should be stored as far away from product lines as possible. Clear garbage bags are used by the sinks and production lines for garbage that has not fallen to the floor and potentially has been contaminated. When removing full garbage bags from waste receptacles, the bags should be pulled down through the skeleton so the waste stays as low to the floor as possible and should be carried as low as possible.
8. When touching squeegees, items from the floor, shovels, waste receptacles or anything considered dirty or contaminated, you will need to change your gloves and wash your hands before touching any clean plant surfaces.

**PHYSICAL 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**

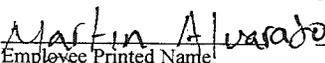
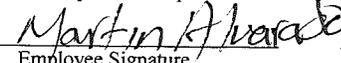
Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO)

**EQUIPMENT/MACHINERY USED**

Floor Squeegees, Plastic Shovels, Brooms, Dust Pans, Mops, Cardboard and Trash Compactors, Pallet Jacks and or forklifts

**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.



02-25-15  
 Employee Printed Name                      Employee Signature                      Date

  
 Supervisor Signature