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# Job Description Cartoner

## SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers. 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 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 Lead 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.

MELBOURNE GROVES NOR  
Employee Printed Name

Employee Signature

4-4-17  
Date

Supervisor Signature

# Job Description Tray Filler

## SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product.

## PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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

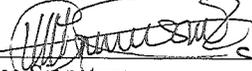
None

## 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.

MELBOURNE GROVESMOZ -   
 Employee Printed Name                      Employee Signature

11/21/13  
 Date

  
 Supervisor Signature

## Job Description Hopper Filler

### SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, goggles, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Insure product hopper on designated machine is supplied with RTE product.
3. MV1 and Orics 6: Hopper Filler brings cart filled with full slotted trays from the Tumbler Room window to designated line.
  - a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
  - b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
  - c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
4. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
  - a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
  - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
  - c) Sanitize rack before loading additional full slotted trays.
5. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
6. Other duties as assigned by the Assistant Supervisor or 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, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs.

### EQUIPMENT/MACHINERY USED

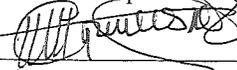
Stainless steel carts

### TRAINING REQUIREMENTS

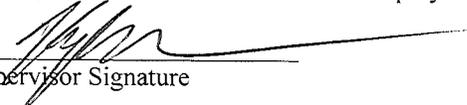
New Employee Orientation and on the job training.

### 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.

MELBOURNE GROVESNER        
Employee Printed Name                      Employee Signature

11/21/13  
Date

  
Supervisor Signature

# Job Description Tumbler Room Peracetic Acid Tub Handler

## SUMMARY

Responsible for filling and maintaining the Peracetic Acid tubs and distributing the tubs.

## PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, goggles, blue apron, disposable sleeves, white vinyl gloves, clean smock, white rain pants, 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. Take the hose from the Peracetic Acid container, turn the valve on, and begin filling the Peracetic Acid tubs. Fill all tubs 2/3 full.
4. Once the Apple Tub Filler dumps apples into the tubs, check the time on the clock. After 3 minutes of soaking the whole apple, give the stainless steel cart to the Apple Slicer to begin slicing.
5. Repeat step 4 with all tubs while tracking time.
6. After 30 minutes, notify the Apple Slicer, Line Lead, and Sanitor that it is time to change Peracetic Acid solution.
7. Repeat steps 3-6 throughout the shift.
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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, push/pull up to 200 lbs., and lifting of up to 50 lbs.

## EQUIPMENT/MACHINERY USED

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.

MELBOURNE GROVES, INC.  
Employee Printed Name

Employee Signature

4/11/14  
Date

Supervisor Signature

## Job Description Tumbler Room Apple Box Transfer Person

*SC*

### SUMMARY

Responsible for placing full boxes of apples on a stainless steel table and removing the lids.

### 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 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, and repetitive lifting of 30 to 50 lbs.

### EQUIPMENT/MACHINERY USED

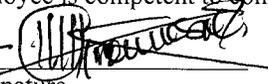
Safety knife.

### 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.

MELBOURNE GROVESNER -   
Employee Printed Name                      Employee Signature

4/11/14  
Date

  
Supervisor Signature

## **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.

# Job Description GMP Monitor

## SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

## PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.
9. Act as a "buddy" to new employees in the exposed product areas. Will coach newer employees in GMPs.

## PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

## TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical 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.

Melbourne Grovesnor  
Employee Printed Name

Employee Signature

Date

4/9/15

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)

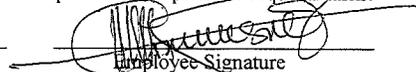
**EQUIPMENT/MACHINERY USED**

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

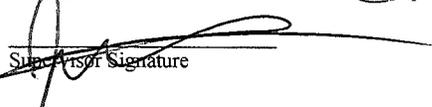
**SIGNATURES**

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.

MELISSA  
GROVES  
Employee Printed Name

  
Employee Signature

2/10/15  
Date

  
Supervisor Signature

9/10/2013 3:56:00 PM

### 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.

MELBOURNE  
CROVESNOZ

Employee Printed Name

Employee Signature

Date

9/11/14

JMA.  
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.

MELBOURNE GROVES  
Employee Printed Name      Employee Signature      Date 9/24/13

\_\_\_\_\_  
Supervisor Signature

## Job Description Palletizer

### SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment.

### 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 inspect final case label placement.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. 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 repetitive lifting of up to 25 lbs.

### EQUIPMENT AND MACHINERY USED

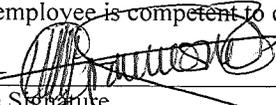
Pallet jack

### 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.

MELBOURNE GROVESNER - 

Employee Printed Name

Employee Signature

9/25/13

Date

  
Supervisor Signature

## Job Description Taper

### SUMMARY

Responsible for feeding finished cases through the automatic taping machine.

### 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 (QA0183 WI Good Manufacturing Practices).
2. Visually inspect open box for the correct amount of trays.
3. Fold down box lid and transfer through taping machine.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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 repetitive 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.

MELBOURNE GROVES  
Employee Printed Name      Employee Signature      Date 9/25/13

\_\_\_\_\_  
Supervisor Signature

## Job Description Tumbler 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).

### 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 MV1 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 MV1 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 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, push/pull up to 300 lbs., and lifting of up to 25 lbs.

### EQUIPMENT/MACHINERY USED

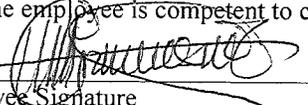
Stainless steel cart

### 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.

MELBOURNIE GROVES  
Employee Printed Name            9/28/13  
Date

  
Supervisor Signature