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Michael
Lewis

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. . _Includes cleaning of welfare areas and outside property as assigned. 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 apron, disposable sleeves, blue vinyl gloves, clean smock, 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 SDS information when needed.
3. 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.
4. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and polices.
5. 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.
6. 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.
7. 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. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

Floor Squeegees, Plastic Shovels, Brooms, Dust Pans, Mops, Cardboard and Trash Compactors,

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.

Mike Lewis
Employee Printed Name

Michael Lewis
Employee Signature

2-1-17
Date

[Signature]
Supervisor Signature

Job Description

Tumbler Room Line Lead Person

SUMMARY

Assist the Production Supervisor and Assistant Supervisor in achieving production goals while ensuring a safe work environment for the production team. Give direction to line workers about work flow, as well as compliance with company policies and GMPs.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, 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 room wearing yellow boots, white rain pants and goggles.
3. Verify Sanitation has completed their duties before setting up the room.
4. Notify QA Technicians that the Tumbler Room is ready for inspection.
5. Monitor the Tumbler Room employees to insure GMPs are being followed.
6. Setup room for daily production to include placement of slicers, tables, and batching tubs.
7. Kit License Plates and scan the License Plate to the appropriate production line. While doing this, monitor GMPs, policies and procedures and keep the flow of traffic in the right direction.
8. Rotate employees for breaks and insure proper job rotation.
9. Coach and train new Tumbler Room employees.
10. Assist in coaching and educating employees on new processes and procedures. Communicate any employee issues to the Assistant Supervisor or Production Supervisor.
11. Insure production meets efficiency and quality standards by checking and adjusting production to meet quality requirements.
12. Support the Apple Slicer Operators and Carrot Tumbler Operators in production set up and changeovers.
13. Assist the Apple Slicer Operators, Carrot Tumbler Operators, and maintenance in identifying and troubleshooting production equipment challenges.
14. Other duties as assigned by the Assistant Supervisor or Production Supervisor.
15. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.

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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, and lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Apple slicers, carrot tumbler, apple grinder, pallet jack, WOW computer, and scanner.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, previous knowledge of all Tumbler Room positions.

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.

Michael Lewis
Employee Printed Name

Michael Lewis
Employee Signature

9-24-13
Date

[Signature]
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.

Michael Lewis

Employee Printed Name

Michael Lewis

Employee Signature

9-24-13

Date

[Signature]
Supervisor Signature

Job Description Tumbler Room Op Checker

SUMMARY

Responsible for the inspection of production processes to ensure quality requirements are met. If absent, another trained employee or a trained back up will be scheduled to cover all 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, goggles, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices).
3. Wash hands thoroughly and be prepared for production to begin at time of Tumbler Room employees arrival to the Tumbler room.
4. Sanitize work station in batching area with Sani-wipes.
5. Responsible for maintaining a clean and tidy work station suitable for product contact before, throughout and after shift.
6. Insure stainless steel scoops are being used for all preservative ingredients.
7. Apples:
 - a) Verify Klormon strength out of the red hoses for sliced apple rinse with Free Chlorine High (0-120 ppm) Test Strips.
 - b) Verify the concentration of Calcium Ascorbate Solution hourly (QA0193 WI Calcium Ascorbate Solution Test Instructions).
 - c) Prep Calcium Ascorbate Solution bags according to instructions on QA0009FO Apple Solution Weighing Log for the next day's production. (Eight bags per red batch tub) A barcoding license plate will need to be generated by the Tumbler Room Lead for each tub prepped. Repeat process throughout the entire shift until all bins are filled.
 - d) Monitor Brix and Firmness of whole apples twice per shift (QA0195 WI Brix Test Work Instruction and QA0196 WI Fruit Firmness Test Work Instruction).
 - e) Document apple lot codes and dates throughout shift on QA0010FO Apple Tumbler Room Check Sheet.
8. Carrots:
 - a) Verify Klormon strength for each carrot Tumble using the Free Chlorine High (0-120 ppm) test strips. Communicate with Tumbler Room Line Lead to accomplish this. Reference Carrot HACCP plan and Carrot CCP Monitoring form (QA0314FO) for instructions.
 - b) Tumble time must be 10-20 minutes and no more than 400 lbs of carrots tumbled at a time.

- c) Once per hour, with QA assistance, check the vacuum for the tumblers to insure it is at the recommended level according to QA0033FO Carrots Tumbler Room Check.
- d) Prep Calcium Chloride batches according to instructions on QA0036FO Carrot Dip Weighing Log. (Twenty bags per blue batch tub) A barcoding license plate will need to be generated by the Tumbler Room Line Lead for each tub prepped. Repeat process until all blue tubs are full.
- 9. Sanitize hands between Batching Area and Tumbler Room. Wash hands and change PPE (gloves, sleeves, and apron) if contamination occurs.
- 10. Supply Tumbler Room with batching mixes as needed. Limit time in Tumbler Room only to test solutions.
- 11. Performs visual verification and pre-shipment review for Apple CCP (Refer to Apple HACCP Plan and Apple CCP monitoring form QA0440FO for instructions).
- 12. Identify deviations in the production process and communicate to the Assistant 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 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 frequent lifting of less than 10 lbs.

EQUIPMENT/MACHINERY USED

Scales, chemicals, refractometer, penetrometer and other equipment needed to complete quality checks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety 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>Michael Lewis</u>	<u>Michael Lewis</u>	<u>9-24-13</u>
Employee Printed Name	Employee Signature	Date
<u>[Signature]</u>		
Supervisor Signature		

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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 a trained back up will be scheduled to cover all 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 Assistant 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 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, and frequent lifting of less than 10 lbs.

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.

Michael Lewis
Employee Printed Name

Michael Lewis
Employee Signature

3-31-15
Date

Isabel Garcia
Supervisor Signature