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Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment. If absent, another trained employee or trained backup will be scheduled to cover the 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 inspect final case label placement on every box before placing on pallet.
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 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 repetitive lifting of up to 25 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

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.

Michael Lewis
Employee Printed Name

Michael Lewis
Employee Signature

2-1-18
Date

[Signature]
Supervisor Signature

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Job Description Hopper Filler

SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper. 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, goggles, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183 WI 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/Slicing 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. Visually inspect and physically run hands around lip and bottom of tray to check for cracks and missing pieces.
6. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
7. Other duties as assigned by the Lead and Production Supervisor.
8. Verify routine hourly line sanitizing and line sanitizing at breaks.
9. Sign off on the Daily Line Sanitizing Log daily.
10. Insure line employees sanitize hands every 15 minutes and manage hand sanitizing alarm.

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

EQUIPMENT/MACHINERY USED

Stainless steel carts

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

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Job Description Denester Filler

SUMMARY

Responsible for keeping an adequate supply of empty product trays in the denester. 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, white vinyl gloves, disposable sleeves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Retrieve a single box of trays from the Production Scanner at the threshold of the production room.
3. Transfer box of trays from the wood pallet at threshold to a blue plastic pallet in production area.
4. Using a pallet jack designated for that room, pull the pallet of trays over to the machine that will be filled.
5. Wash hands, change sleeves and gloves.
6. Pull bags of trays out of the box.
7. Stage stacks of trays on the table/cart at the denester.
8. Place small stack of trays into each slot of the denester.
9. Keep an adequate supply of empty product trays in the denester.
10. Manually place trays onto the conveyor as needed.
11. At the end of the production run, place loose trays back into bags and return to inventory.
12. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
13. Other duties as assigned by the Lead and Production Supervisor.
14. Backup to Hopper Filler: Verify routine hourly line sanitizing and line sanitizing at breaks.
15. Backup to Hopper Filler: Sign off on the Daily Line Sanitizing Log daily.
16. Backup to Hopper Filler: Insure line employees sanitize hands every 15 minutes and manage hand sanitizing alarm.

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

EQUIPMENT/MACHINERY USED

Pallet jack and denester

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

2-1-18
Date

[Signature]
Supervisor Signature

u

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.

Michael Lewis
Employee Printed Name

Michael Lewis
Employee Signature

2-1-18
Date

[Signature]
Supervisor Signature

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Job Description Tray Filler

SUMMARY

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

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.

Michael Lewis
Employee Printed Name

Michael Lewis
Employee Signature

2-1-18
Date

[Signature]
Supervisor Signature