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Job Description

Quality Assurance Processing Technician – Hormel Line

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs (optional), hairnet, Orange bump hat, white vinyl gloves during 30 minute checks and clean smock.
2. Conduct USDA Pre-Operational and Operational inspections daily.
3. Follow, monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
4. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
5. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
6. Maintain legible, accurate records for all monitoring and testing conducted.
7. Maintain and insure product traceability throughout the assembly of Hormel products.
8. Conduct operational checks for weights and accuracy of labels.
9. Verify that all tray and case labels are correct with the proper code date.
10. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
11. Perform record verification as required for Hormel products as assigned.
12. Follow all plant and employee safety rules and wear PPE as required.
13. Recommend product, packaging, quality and employee safety improvements.
14. Data entry as assigned using Microsoft Access and Microsoft Excel.
15. Equipment calibration verification as assigned (scales).
16. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
17. Assist with training of new QA Technicians as assigned.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold environment with temperatures ranging from 38 F to 42 F for a majority of required tasks. Some clerical work; a lot of walking and standing; and occasional lifting of up to 20 lbs. may be required. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales

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

EQUIPMENT AND MACHINERY USED

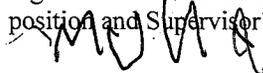
Conveyor

TRAINING REQUIREMENTS

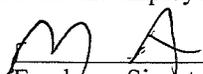
New Employee Orientation and on the job training.

SIGNATURES

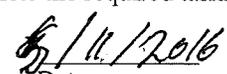
Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.



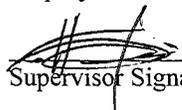
Employee Printed Name



Employee Signature



Date



Supervisor Signature