

## **Job Description Machine Operator**

### **SUMMARY**

Responsible for the overall efficient and safe performance of the production line equipment. Includes the Orics 6, Multivac, Rotary, dip depositors, dry product depositor, carrot solution sprayer, conveyors, tray flippers, metal detector, card applicators, and gluers.

### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183 WI Good Manufacturing Practices).
2. Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
3. Operate the assigned machine in the most efficient, safe and cost effective way possible as outlined by company policies and metrics.
4. Required to begin working 30 minutes before start up time.
5. Insure equipment has been properly re-assembled following the sanitation shift. Set up the production equipment before the start of each shift. Insure equipment is in the proper location.
6. Before start up, conduct Pre Operational Sanitation Inspection and complete checklist QA0085FO.
7. Coordinate with the Assistant Supervisor or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
8. Coordinate with Tumbler Room and Production Scanner to insure the raw materials and packaging materials needed for production are available and scanned to production room.
9. Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
10. Install the head of the machine on the Orics 6 and Rotary.
11. Install carrier plates on the Rotary at start up and at changeovers.
12. Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
13. After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for start up of production.
14. Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
15. Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
16. Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
17. Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.

18. Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.
19. Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.
20. Check tray seals throughout the day to insure film peels correctly.
21. Insure product and trays have been depleted before mid shift sanitation begins.
22. Remove head on Orics 6 and Rotary to prepare for sanitation at the end of production run.
23. Oversee the machine is wiped down, dip is wiped off, and product is removed for sanitation at the end of the production run.
24. Assist in preparing machine for sanitation.
25. Assist Production Supervisor to identify challenges in the production line, so a plan to solve them can be created.
26. Help train new employees on tasks they are to perform on the line and answer questions that arise.
27. Monitor machine and line operation.
28. Insure the the machine and room are clean at all times.
29. At the end of the production run, remove the machine head (Orics and Rotary only), barrel, and film and verify they are returned to the correct location.
30. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
31. 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, requires frequent lifting of up to 50 lbs., unassisted, and moving product up to 2500 lbs. with mechanical assistance.

### **EQUIPMENT/MACHINERY USED**

In-line packaging equipment, conveyors, card applicators, dolly, pallet jack, depositors, tapers, Video Jet, and mechanical flippers.


### **TRAINING REQUIREMENTS**

New Employee Orientation, on the job training, LOTO Training, Chemical Training, and Machine Operator 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.

Mussie I Araya  
Employee Printed Name

  
Employee Signature

09/27/13  
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.

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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.

Mussie J Araya  09/17/13  
Employee Printed Name Employee Signature Date

  
Supervisor Signature

## **Job Description**

### **Tumbler Room Calcium Ascorbate Solution Soaker**

#### **SUMMARY**

Responsible for soaking apples in Calcium Ascorbate for the required amount of time and transferring trays to the Hopper Filler and Cart Transfer Person throughout shift.

#### **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. Mix a batch bag (Calcium Ascorbate mixture) with 15 gallons of cold water in a large white tub.
4. Dispense mixed solution into the white Calcium Ascorbate soak tubs.
5. Continue steps 3 and 4 until 18 soak tubs are filled with solution.
6. As the Apple Slicer places slotted trays full of sliced apples into the Calcium Ascorbate solution, watch the clock and soak for 3 minutes. While the apples are soaking, push the slices into the solution to insure full coverage. Sort out poor quality slices into a separate white tub which will get emptied into a clear garbage bag.
7. Repeat steps 5 and 6 until each tub of solution has been used for eight slotted trays. Dispose of used solution in the designated gray barrel.
8. Remove slotted trays from tubs after three minutes and place them in the stainless steel rack, starting from the top and filling to the bottom rack. There will be six trays per rack.
9. Mix a batch bag with cold water and dump it into a large white tub.
10. As needed, pass trays from the racks through the window to the Hopper Fillers and Cart Transfer Person.
11. As needed, retrieve empty trays from the Hopper Fillers and Cart Transfer Person and place on the side of the sink to be sanitized. Thoroughly sanitize all trays with Klorman and return to the appropriate area.
12. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
13. 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 lifting of up to 50 lbs.

**EQUIPMENT/MACHINERY USED**

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.

Mussie I Araya  
Employee Printed Name

  
Employee Signature

09/17/13  
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.

Musse I Araya  
Employee Printed Name

  
Employee Signature

09/17/13  
Date

  
Supervisor Signature

## Job Description Tumbler Room Apple Tub Filler

### SUMMARY

Responsible for dumping whole, untreated apples from the cardboard boxes into the white tubs filled with peracetic acid while following company guidelines.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, 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 Tumbler Room wearing yellow boots, white rain pants, and goggles.
3. As tubs of peracetic solution are filled, dump the whole apples from cardboard boxes into the tubs of solution.
4. Take empty box and filler and place it on the garbage skeleton.
5. Monitor Apple Slicers to insure GMP compliance.
6. Repeat steps 3-5 throughout the shift.
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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive lifting of up to 50 lbs.

### EQUIPMENT/MACHINERY USED

Tumblers, hose, and 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.

Mussie I. Araya  
Employee Printed Name

  
Employee Signature

09/17/13  
Date

  
Supervisor Signature