

## **Job Description**

### **North Plant End of Production Line**

#### **SUMMARY**

Responsible for rotating between positions at the end of the production line. The duties of each position will include: placing finished trays into the correct corrugated box (shipper), or flipping trays after the nutritional label has been applied to allow the tray to flow through the Tapeler correctly. If absent, another trained employee or a trained back up will be scheduled to cover responsibilities for this position.

#### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

##### **Finished Goods Boxer**

5. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
6. Insure the box has a visible USDA bug.
7. Verify all boxes to insure there are no defects, damages, or incorrect printing.
8. Insure all trays being placed in the box are closed properly and tape adhered to the tray.
9. Place finished trays in box insuring trays are in the correct position.

##### **Tray Flipper**

10. Verify the correct nutritional label has been applied to each tray according to the finished item being produced.
11. Insure all information being applied is legible and the correct code date was applied. Stop the line and notify the Line Lead or Production Supervisor if there is incorrect information or if the print is not legible.
12. Verify top and nutritional labels can be read in book format.
13. Flip tray over so the top label is facing upward before it flows through the Tapeler.

#### **PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

These positions are 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 hand movement, and lifting of up to 40 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

#### **EQUIPMENT/MACHINERY USED**

Conveyor, Pallet jack, safety knife and pallet wrap machine

#### **TRAINING REQUIREMENTS**

9/24/2024

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.

Nicholas Vokoun  
Employee Printed Name

NICK VOKOUN  
Employee Signature

9/24/24  
Date

[Signature]  
Supervisor Signature