

7/29/2016

## 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 (QA0183 WI 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

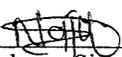
### TRAINING REQUIREMENTS

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.

Najou ANL  
Employee Printed Name

  
Employee Signature

07/18/2017  
Date

  
Supervisor Signature

## Job Description

### Raw Room Op Checker

#### SUMMARY

Responsible for the inspection of production processes to ensure quality requirements are met. If absent, another trained employee or trained backup will be scheduled to cover 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 (QA0183WI 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. (Tumbler Room Only)
  - b) Verify the concentration of Calcium Ascorbate Solution as needed (QA0193WI Calcium Ascorbate Solution Test Instructions). Calcium Ascorbate will be verified hourly when in the Tumbler Room.
  - c) Prep Calcium Ascorbate Solution bags according to instructions for the next day's production. (Eight bags per red batch tub) A barcoding license plate will need to be generated by the Raw Room Lead for each tub prepped. Repeat process throughout the entire shift until all bins are filled.
  - d) Monitor Firmness of whole apples twice per shift (QA0195WI Brix Test Work Instruction and QA0196WI Fruit Firmness Test Work Instruction).
  - e) Document apple lot codes and dates throughout shift on QA0010FO Apple Raw Room Check Sheet.
  - f) **Flume:** Op Checker verifies Tank 2 Peracetic Acid Concentration and Tank 3 for Nature Seal or Calcium Ascorbate Concentration. **Batching/Tumbler Room:** verify sliced apples Peracetic Acid Concentration hourly and concentration of Calcium Ascorbate tubs hourly.
- 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.

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- 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 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 Line Lead 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 10-55 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### **EQUIPMENT/MACHINERY USED**

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

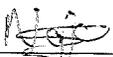
### **TRAINING REQUIREMENTS**

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.

NATAH AWL  
Employee Printed Name

  
Employee Signature

11/23/2017  
Date

  
Supervisor Signature