

Job Description
Card Applicator Operator
(Orics 6 and Rotary ONLY)

SUMMARY

Operate card applicator and insure the nutritional back cards are aligned properly, cards are firmly pressed onto glue, and Video Jet is working and printing correctly.

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. Align the card correctly on the tray, press firmly onto the glue.
3. Fill card applicator with the correct back cards as needed during production.
4. Verify code dates are correct.
5. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
6. 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/arm motions, and occasional lifting of up to 30 lbs.

EQUIPMENT/MACHINERY USED

Conveyor, gluer, card applicator, and Video Jet

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.

NGOC TRAN
Employee Printed Name

Ngoc Tran
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

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.

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.

Ngoc TRAN
Employee Printed Name


Employee Signature

9-24-13
Date


Supervisor Signature

Job Description Post-Packaging Inspector

SUMMARY

Inspect product trays for correct weights and quality immediately after sealing and prior to final packaging step.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, disposable sleeves, blue vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Perform visual and physical checks immediately after sealing to ensure quality requirements are met.
3. Weigh any tray that appears below the standard weight.
4. Dispose of trays below the lower control limit (LCL) into clear garbage bag.
5. Transfer inspected product through tray flipper.
6. Rotary equipment only: after performing inspection, manually place trays face down on card applicator conveyor.
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 for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand/arm motions, and occasional lifting of up to 30 lbs.

EQUIPMENT/MACHINERY USED

Tray flipper, conveyor, and scale.

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.

Ngoc Tran
Employee Printed Name

Ngoc
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description Taper

SUMMARY

Responsible for feeding finished cases through the automatic taping machine.

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 open box for the correct amount of trays.
3. Fold down box lid and transfer through taping machine.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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 repetitive lifting of up to 10 lbs.

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.

Ngoc Tran
Employee Printed Name

Ngoc
Employee Signature

9-24-13
Date

[Signature]
Supervisor Signature

Job Description

Tray Feeder for Card Applicator

SUMMARY

Responsible for visually inspecting underside of product trays and aligning trays for card application process.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Perform visual checks of the underside of product trays for damage to trays.
3. Dispose of trays that do not meet the physical specification into clear garbage bags.
4. Align trays on the conveyor face down, one tray per space, with dip compartment away from you.
5. If trays are flowing too fast, place trays into a WIP container.
6. As time permits, transfer WIP trays onto the conveyor to flow through the card applicator.
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 for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand/arm motions, and occasional lifting of up to 30 lbs.

EQUIPMENT/MACHINERY USED

Tray flipper, conveyor, gluer, and card applicator.

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.

Nay C Phan
Employee Printed Name
[Signature]
Supervisor Signature

[Signature]
Employee Signature

9-24-13
Date



Job Description

Reichel Line Lead Person

SUMMARY

Assists the Production Supervisor, Assistant Supervisor, and Machine Operator in the achievement of production goals while ensuring a safe work environment for the production team. Give direction to line workers about work flow, as well as compliance with company policies and GMPs.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, disposable apron, disposable sleeves, vinyl gloves (blue or white depending on which end of the line the Lead is assisting), clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Assists the Machine Operator in leading the production activities of the Reichel production line.
3. Change labels during changeovers.
4. Program Video Jet with appropriate Julian Date and Use By Date at the start of the shift and during changeovers (OP0004FO Video Jet Code Date Check Sheet).
5. Program back card scanner to the appropriate UPC code for each item being produced (OP0002WI Barcode Scanner Work Instruction and OP0003FO Barcode Scanner Check Sheet).
6. Enter appropriate product information using case label software (QA0554WI Case Label Printing Instructions).
7. Verify the correct packaging materials are in the room; insuring the correct size cartons and the correct color boxes are available.
8. Assist on the finished product end of the line with assembling boxes and filling back cards on the card applicators as needed.
9. If any position falls behind from the finished product end, assist that position in getting caught up.
10. Ensure production meets efficiency and quality standards by checking and making the necessary adjustments.
11. Monitor tray waste at the post packaging inspector point, transfer, denester, and cartoning end of machine. Complete a Tray Waste Form to document waste during the shift for that machine.
12. Perform label verifications if Supervisor is unavailable. A Supervisor or Line Lead must sign off on all label verifications (QA0556FO Reichel Label Printing Checklist).
13. Assist the Production Supervisor in the training and development of employees. The Line Lead will be a "buddy" for any new employees and assist in training.
14. Support the Machine Operators in production set up and changeovers. Assist the Machine Operator in bringing supplies to the machine from the threshold of the room.

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15. Assist the Machine Operator and Maintenance in identifying and troubleshooting production equipment challenges.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
17. Other duties as assigned by the Assistant Supervisor or 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 pushing/pulling up to 550 lbs, and lifting up to 50 lbs.

EQUIPMENT/MACHINERY USED

Card applicator, gluer, taper, dip dolly, pallet jack, scanner, conveyors, denesters, depositors, and tray flippers.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all line positions.

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.

Ngoc TRAN
Employee Printed Name

Ngoc
Employee Signature

11-02-16
Date

Sam Meri
Supervisor Signature