

# Job Description Window Transfer Person

## SUMMARY

Responsible for filling enclosed carts with slotted trays of produce for the north production room.

## 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 (QA0183 WI Good Manufacturing Practices).
2. Enter room wearing yellow boots, white rain pants, and goggles.
3. Place returned used slotted trays to the appropriate spot (far left) in the Tumbler Room window. Sanitize hands after returning trays.
4. Sanitize enclosed cart, inside and outside, using pump sprayer with sanitizer solution.
5. Transfer full slotted trays of produce from Tumbler Room window into enclosed transfer cart filling from the top to the bottom.
6. Push enclosed cart to the threshold of the hallway door for the Cart Transfer Person to retrieve.
7. Wait inside the MV1 entrance area until the Cart Transfer Person returns with a cart full of used slotted trays.
8. Repeat steps 3-7 throughout the shift.
9. Every 15 minutes, sanitize the stainless steel ledge of the Tumbler Room window using the sanitizer pump.
10. Visually inspect and physically run hands around lip to check for cracks and missing pieces.
11. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
12. 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 30 lbs.

## EQUIPMENT/MACHINERY USED

Stainless Steel cart and hoses

## TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and chemical 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.

Devern Keo  
Employee Printed Name

Devern Keo  
Employee Signature

04.30.15  
Date

Devern Keo  
Supervisor Signature

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8. Repeat steps 3-7 throughout the shift.
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10. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
11. 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 30 lbs.

### EQUIPMENT/MACHINERY USED

Stainless Steel cart and hoses

### TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and chemical 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.

Ouern Keo  
Employee Printed Name

Ouern Keo  
Employee Signature

9-17-13  
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.

Somaly Iskat  
Employee Printed Name

Somaly Iskat  
Employee Signature

1/14/15  
Date

[Signature]  
Supervisor Signature