

# 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

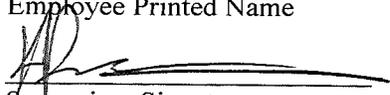
Conveyor, gluer, card applicator, and Video Jet

## 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.

one Thammavong      ~~JOHN STOE~~      1533 2  
 Employee Printed Name      Employee Signature      Date  
  
 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

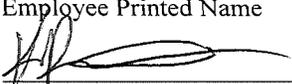
Conveyor

### 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.

One Thammavong ~~10/15/13~~ 10/15/13  
Employee Printed Name Employee Signature Date  
  
Supervisor Signature Thammavong

## 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

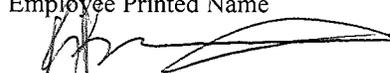
Conveyor

### 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.

<u>One Thammavong</u>	<u><del>10 ST SE</del></u>	<u>1533 2</u>
Employee Printed Name	Employee Signature	Date
<u></u>		
Supervisor Signature		

## Job Description Tray Filler

### SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
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 occasional lifting of up to 10 lbs.

### EQUIPMENT AND MACHINERY USED

None

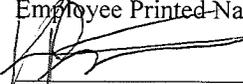
### TRAINING REQUIREMENTS

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.

one Thammavong      ~~to STSE~~      1533 2  
Employee Printed Name      Employee Signature      Date

  
Supervisor Signature