

7/13/2016

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Paradise
Prom

Job Description Plant Warehouse Worker

SUMMARY

Duties include scanning/bar-coding, shipping, receiving, storing, production line goods replenishment and may include transfer of goods from the production plant to the warehouse along with weekly/daily inventories as needed. If absent, a trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts and pallet jacks and bar-coding instruments.
2. Ensure both the equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Helps set up the production lines before the start of production by supplying required raw material and ingredients along with making sure all products and raw materials are out of the production area and put away at the end of the night for sanitation.
4. Coordinates with production, production supervisors, straight truck drivers, and distribution center staff to ensure proper loading, documenting and shipping of both raw and finished materials.
5. Keeps supplies readily available for the production lines.
6. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift.(SF0001FO)
7. Stores raw materials and ingredients in designated areas.
8. Completes shipping and receiving inspection paperwork and cleaning checklists as outlined in company policies and sends paperwork to office personnel.
9. Completes physical inventory and cycle counts with accuracy.
10. Accurate use of bar-coding scanner system to receive, distribute, and ship materials/finished goods.
11. Keeps the warehouse, hallways, outside and upstairs storage areas organized and clear of obstructions.
12. Adheres to company employee hygiene practices, company food safety, and employee safety rules and policies.
13. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position works in a warehouse environment and will involve standing and walking for up to 4 hour periods at one time, working in temperatures that can range from 36 degrees up to 60 degrees Fahrenheit, lifting/stacking up to 50lbs., pushing and pulling up to 2000lbs on wheels, repetitive bending arms and hand movement. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Forklift, Pallet Jack, Safety Knife, WOW computer, Scanner, Pallet Scale.

TRAINING REQUIREMENTS

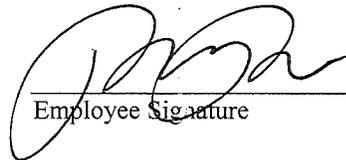
7/13/2016

New Employee Orientation, Warehouse New employee training checklist (WH0014FO) and 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.

Paradise Prom
Employee Printed Name


Employee Signature

10/31/16
Date


Supervisor Signature

7/13/2016

W

Job Description Distribution Center Warehouse Worker

SUMMARY

Duties include shipping, receiving, bar-coding and physical product sorting/stacking. Other duties include transferring of goods from the Distribution Center Warehouse to the main plant by use of both mechanical and physical devices. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Efficient and safe loading and unloading of goods using forklifts, pallet jacks and bar-coding instruments.
2. Ensures both equipment and facilities are kept above standard by completing daily and weekly checklists.
3. Completes inventory cycle counts as required through the use of the bar-coding network along with physical counts.
4. Stores raw materials and ingredients in designated areas segregated by allergens and use by dates.
5. Completes Forklift Operators Daily Checklist for all forklifts at the start of each shift.(SF0001FO)
6. Completes shipping and receiving paperwork as outlined in company policies and sends paperwork to office personnel at the end of each shift. (WH0001PR, WH0004FO, WH0009WI).
7. Assembles raw material orders to be shipped to the plant by physically stacking items that weigh up to but not to exceed 50lbs on a continuous basis.
8. Completes Reichel product inventory as needed.
9. Maintains a clean and safe warehouse at all times.
10. Other duties as assigned by the Warehouse Supervisor or Warehouse Manager.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

Work condition includes bending, frequent movement along with lifting/stacking up to 50lbs throughout the day and standing for long periods of time in temperature that are continuously under 50 degrees. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Forklift, pallet jack, safety knife, WOW computer, and scanner.

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New Employee Training Checklist (WH0014FO) 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.

Paradise Prom
Employee Printed Name


Employee Signature

10/31/16
Date


Supervisor Signature

2/10/2017

Forklift, Pallet Jack, Safety Knife, WOW computer, Scanner, Pallet Scale.

TRAINING REQUIREMENTS

New Employee Orientation, Warehouse New employee training checklist (WH0014FO) and 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.

Paradise Prum
Employee Printed Name

Employee Signature

2-16-2017
Date

Supervisor Signature

Job Description

Sanitation Employee

SUMMARY

Responsible for the complete clean up of production and non-production areas, using low pressure water hoses and chemicals. Employees remove garbage, disassemble miscellaneous equipment, wash, clean and sanitize the equipment, and prepare for inspection in the morning prior to general operations start up. Includes cleaning of welfare areas as assigned.

PRIMARY RESPONSIBILITIES

1. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
2. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
3. Understand the operational controls of production lines scheduled to be cleaned.
4. May need to use pallet jack or dollies to move materials. Employee works closely with other operators to attain daily production goals.
5. Must be able to do physically demanding work with some lifting (30-50 lb.). Employee should be able to work in either warm or cold temperatures and stand on the job for a maximum of 5 hours at a time. Employees must also possess physical stamina with a range of motion and dexterity.
6. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
7. Must retain knowledge of all cleaning procedures necessary to the position.

PHSICAL ENVIRONMENT/WORKING CONDITIONS

This position is in a manufacturing environment and will involve standing and walking for long periods of time, working in warm and cold temperatures, and some lifting of 30-50 pounds. Employee must possess physical stamina with a range of motion and dexterity.

TRAINING REQUIREMENTS

Orientation, on-the-job training, New Sanitation/Production Employee Training (ST0021FO), Allergen Control, Food Safety, Reichel SSOP's, FDA SSOP's, LOTO, Chemical Safety,

EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, barrel dollies, pallet jacks, dip depositors, box/tapers, ink code dating machines, mechanical tray flippers, portable foam applicators, floor scrubbers, tumblers, pneumatic foggers, slicers, grinders, steam generators, dip pumps, forklifts, squeegees, shovels, brooms, cardboard and trash compactors and any other equipment deemed necessary.

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.

Paradise Prem
Employee Printed Name

[Handwritten Signature]
Employee Signature

9-13-13
Date

[Handwritten Signature]
Supervisor Signature

Job Description Machine Operator

SUMMARY

Responsible for the overall efficient and safe performance of the production line equipment. Includes the Orics 6, Multivac, Rotary, dip depositors, dry product depositor, carrot solution sprayer, conveyors, tray flippers, metal detector, card applicators, and gluers.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, red bump cap, 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. Must wash hands and change apron, sleeves and gloves after touching cardboard or anything below the product line.
3. Operate the assigned machine in the most efficient, safe and cost effective way possible as outlined by company policies and metrics.
4. Required to begin working 30 minutes before start up time.
5. Insure equipment has been properly re-assembled following the sanitation shift. Set up the production equipment before the start of each shift. Insure equipment is in the proper location.
6. Before start up, conduct Pre Operational Sanitation Inspection and complete checklist QA0085FO.
7. Coordinate with the Assistant Supervisor or Production Supervisor to schedule the amount and variety of goods to be produced during the shift.
8. Coordinate with Tumbler Room and Production Scanner to insure the raw materials and packaging materials needed for production are available and scanned to production room.
9. Set up roll of film and feed it through the head of the Multivac and verify film is positioned correctly on the trays.
10. Install the head of the machine on the Orics 6 and Rotary.
11. Install carrier plates on the Rotary at start up and at changeovers.
12. Prime depositors: hook up hoses and run dip through nozzles until all of the air is out.
13. After setup is complete, wash hands and change apron, sleeves, and gloves to prepare for start up of production.
14. Verify line workers are ready and hopper is full of product. Turn on denester and dip pump.
15. Check dip weights of trays at start up, when dip barrels are changed, and throughout the day.
16. Check the Op Checker paperwork to verify product and dip weights meet specifications. Sign off on the paperwork approximately every hour.
17. Fill out Film Traceability Form for every roll of film used on the machine and at changeovers.

18. Record downtime on Downtime Log (OP0098FO) throughout the shift as necessary.
19. Complete the Operator Checklist (QA0381FO) before start up and at mid shift sanitation.
20. Check tray seals throughout the day to insure film peels correctly.
21. Insure product and trays have been depleted before mid shift sanitation begins.
22. Remove head on Orics 6 and Rotary to prepare for sanitation at the end of production run.
23. Oversee the machine is wiped down, dip is wiped off, and product is removed for sanitation at the end of the production run.
24. Assist in preparing machine for sanitation.
25. Assist Production Supervisor to identify challenges in the production line, so a plan to solve them can be created.
26. Help train new employees on tasks they are to perform on the line and answer questions that arise.
27. Monitor machine and line operation.
28. Insure the the machine and room are clean at all times.
29. At the end of the production run, remove the machine head (Orics and Rotary only), barrel, and film and verify they are returned to the correct location.
30. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
31. 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, requires frequent lifting of up to 50 lbs., unassisted, and moving product up to 2500 lbs. with mechanical assistance.

EQUIPMENT/MACHINERY USED

In-line packaging equipment, conveyors, card applicators, dolly, pallet jack, depositors, tapers, Video Jet, and mechanical flippers.

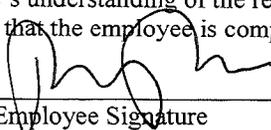
TRAINING REQUIREMENTS

New Employee Orientation, on the job training, LOTO Training, Chemical Training, and Machine Operator Training.

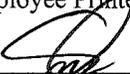
SIGNATURES

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.

Paradise Prom
Employee Printed Name


Employee Signature

11-9-15
Date


Supervisor Signature