

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.

9/11/2013 8:03:00 AM

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.

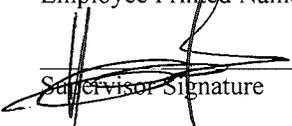
SIGNATURES

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.

Paseun Sin
Employee Printed Name


Employee Signature

09-11-13
Date


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.

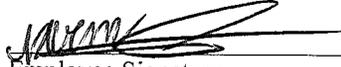
TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

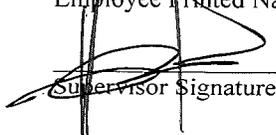
SIGNATURES

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.

Basem Sin
Employee Printed Name


Employee Signature

09-17-13
Date


Supervisor Signature

Job Description Production Scanner

SUMMARY

Responsible for supplying and accurately scanning all materials needed for production.

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. Provide all necessary materials to production.
3. Stand at the threshold of production room but do not enter production room.
4. Scan all materials into the correct manufacturing bins.
5. Verify quantity of materials on a License Plate.
6. Enter adjustment to provide exact quantities on a pallet for a License Plate.
7. Insure materials no longer necessary for production are returned to the correct bin location.
8. Assist with cycle counts to insure inventory is accurate.
9. As time permits, dump cardboard into the cardboard compactor.
10. Verify the WOW system to insure inventory in the manufacturing bins are still necessary for production. Verify with the Machine Operator or Line Lead to insure the quantities in the production room match with WOW inventory.
11. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
12. 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 for long periods of time, continuous walking, working in temperatures less than 50 Degrees Fahrenheit, repetitive hand motions, and repetitive lifting of 110 lbs, and frequent pushing/pulling of up to 2500 lbs. with mechanical assistance.

EQUIPMENT/MACHINERY USED

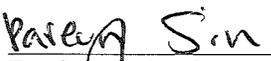
Scanner, pallet jack, forklift, dip dolly and cardboard compactor.

TRAINING REQUIREMENTS

New Employee Orientation and on the job training. On the job training for scanner software. Knowledge of Reichel Foods' operations is necessary.

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.


Employee Printed Name


Employee Signature

09-17-13
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.

Parveen Sin
Employee Printed Name

[Signature]
Employee Signature

09-17-13
Date

[Signature]
Supervisor Signature

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 (QA0183 WI 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.

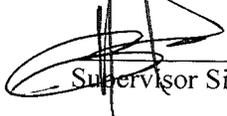
SIGNATURES

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.

Parvati Sin
Employee Printed Name


Employee Signature

09-17-13
Date


Supervisor Signature

Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment.

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 final case label placement.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
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 movements, and repetitive lifting of up to 25 lbs.

EQUIPMENT AND MACHINERY USED

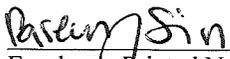
Pallet jack

TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

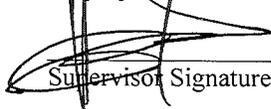
SIGNATURES

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.


Employee Printed Name


Employee Signature

09-17-13
Date


Supervisor Signature

Job Description

Quality Assurance Processing Technician Level 1

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

- Personal Protective Equipment Required (PPE): ear plugs (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
- Conduct USDA and FDA Pre-Operational and Operational inspections daily.
- Monitor GMPs and sanitizing during line set-up.
- Monitor employee hand washing at beginning of shift.
- Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
- Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
- Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
- Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
- Collect microbial and shelf life retention samples for evaluation.
- Maintain legible, accurate records for all monitoring and testing conducted.
- Verify metal detection for each line about every 30 minutes.
- Verify operational checks for weights and residual gas.
- Verify that all case labels are correct with the proper code date.
- Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
- Perform record verification as required for Reichel products as assigned.
- Follow all plant and employee safety rules and wear PPE as required.
- Recommend product, packaging, quality and employee safety improvements.
- Data entry as assigned.
- Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
- Complete daily shift reports summarizing key events and corrective actions.
- Use of computer for barcoding system (kitting, bin transfers, HOLDs, etc.), Microsoft Excel, Microsoft Outlook, and Microsoft Access.

6/6/2016

- Effectively communicate through verbal and written means to work efficiently with co-workers and other departments.
- Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
- Responsible to maintain a clean and tidy work environment.
- Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
- Use of other software and miscellaneous small equipment and devices for required tasks above.

OTHER RESPONSIBILITIES

- Work effectively with others both within and outside the department. Work as a team with others.
- Vary work hours as needed (minimal variation). Schedule breaks around work load.
- Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
- Able and willing to do new or different tasks as required.
- Take care of and properly maintain the equipment used in this position (as appropriate).

PHYSICAL WORK ENVIRONMENT/WORKING CONDITIONS

The working environment will be in less than 50 degree Fahrenheit temperatures for a majority of the required tasks. Some clerical work; a lot of walking and standing; and occasional lifting of up to 20 lbs. may be required. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

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.

Pareun Sin
Employee Printed Name


Employee Signature

06.06.16
Date


Supervisor Signature

Job Description

Quality Assurance Processing Technician Level 1

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, the QA Supervisor and/or other trained QA Technician will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Personal Protective Equipment Required (PPE): ear plugs (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
2. Conduct USDA and FDA Pre-Operational and Operational inspections daily.
3. Monitor GMPs and sanitizing during line set-up.
4. Monitor employee hand washing at beginning of shift.
5. Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
6. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
7. Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
8. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
9. Collect microbial and shelf life retention samples for evaluation.
10. Maintain legible, accurate records for all monitoring and testing conducted.
11. Verify metal detection for each line about every 30 minutes.
12. Verify operational checks for weights and residual gas.
13. Verify that all case labels are correct with the proper code date.
14. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system.
15. Perform record verification as required for Reichel products as assigned.
16. Follow all plant and employee safety rules and wear PPE as required.
17. Recommend product, packaging, quality and employee safety improvements.
18. Data entry as assigned.
19. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
20. Complete daily shift reports summarizing key events and corrective actions.
21. Use of computer for barcoding system (kitting, bin transfers, HOLDs, etc.), Microsoft Excel, Microsoft Outlook, and Microsoft Access.

7/6/2016

22. Effectively communicate through verbal and written means to work efficiently with co-workers and other departments.
23. Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
24. Responsible to maintain a clean and tidy work environment.
25. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
26. Use of other software and miscellaneous small equipment and devices for required tasks above.

OTHER RESPONSIBILITIES

1. Work effectively with others both within and outside the department. Work as a team with others.
2. Vary work hours as needed (minimal variation). Schedule breaks around work load.
3. Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
4. Able and willing to do new or different tasks as required.
5. Take care of and properly maintain the equipment used in this position (as appropriate).

PHYSICAL WORK ENVIRONMENT/WORKING CONDITIONS

The working environment will be in less than 50 degree Fahrenheit temperatures for a majority of the required tasks. Some clerical work; a lot of walking and standing; and occasional lifting of up to 20 lbs. may be required. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

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.

Parvath S. n
Employee Printed Name

Mum Sin
Employee Signature

07-06-16
Date

Roy E. Ryzano
Supervisor Signature

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.

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.

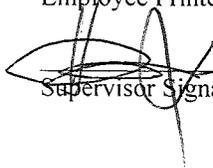
SIGNATURES

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.

Paran Sin
Employee Printed Name


Employee Signature

11/27/13
Date


Supervisor Signature



Job Description

Quality Assurance Processing Technician Level 1

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

Primary Responsibilities

1. **Personal Protective Equipment Required (PPE):** ear plugs (in required areas), hairnet, hood, orange hairnet, orange bump cap, blue vinyl gloves, clean smock, and yellow rubber boots.
2. Conduct USDA and FDA Pre-Operational and Operational inspections daily.
3. Monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
4. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
5. Verify sanitation through the use of ATP swabs, microbial swabs and/or protein test swabs.
6. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
7. Collect microbial and shelf life retention samples for evaluation.
8. Maintain legible, accurate records for all monitoring and testing conducted.
9. Verify metal detection for each line hourly.
10. Verify operational checks for weights and residual gas.
11. Verify that all carton and case labels are correct with the proper code date.
12. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF 2000 system.
13. Perform record verification as required for Reichel or Hormel products as assigned.
14. Follow all plant and employee safety rules and wear PPE as required.
15. Recommend product, packaging, quality and employee safety improvements.
16. Data entry as assigned.
17. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor).
18. Complete daily shift reports summarizing key events and corrective actions.
19. Use of computer for barcoding system (kitting, bin transfers, HOLDS, etc.)
20. Responsible to bring in scales, gas analyzers, and other portable non-waterproof items at the end of the production day.
21. Responsible to maintain a clean and tidy work environment.
22. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
23. Use of other software and miscellaneous small equipment and devices for required tasks above.

Other Responsibilities

- *Work effectively with others both within and outside the department. Work as a team with others.
- *Vary work hours as needed (minimal variation). Schedule breaks around work load.
- *Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.

11/26/2013 11:12:00 AM

*Able and willing to do new or different tasks as required.

*Take care of and properly maintain the equipment used in this position (as appropriate).

Physical Working Environment

The working environment will be in less than 50 degree Fahrenheit temperatures for a majority of the required tasks. Some clerical work; a lot of walking and standing.

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, and other equipment needed to complete quality checks.

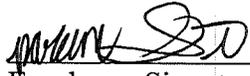
TRAINING REQUIREMENTS

New Employee Orientation, on the job training, Chemical Safety Training, and completion of QA Tech training checklist (QA0392FO).

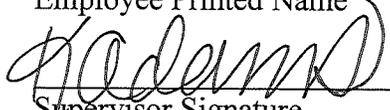
SIGNATURES

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.

Pasun Sr
Employee Printed Name


Employee Signature

06-02-14
Date


Supervisor Signature