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## **Job Description Hopper Filler**

### **SUMMARY**

Responsible for keeping an adequate supply of RTE product in the hopper. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, goggles, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Insure product hopper on designated machine is supplied with RTE product.
3. MV1 and Orics 6: Hopper Filler brings cart filled with full slotted trays from the Tumbler Room/Slicing Room window to designated line.
  - a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
  - b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
  - c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
4. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
  - a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
  - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
  - c) Sanitize rack before loading additional full slotted trays.
5. Visually inspect and physically run hands around lip and bottom of tray to check for cracks and missing pieces.
6. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
7. Other duties as assigned by the Lead and Production Supervisor.
8. Verify routine hourly line sanitizing and line sanitizing at breaks.
9. Sign off on the Daily Line Sanitizing Log daily.
10. Insure line employees sanitize hands every 15 minutes and manage hand sanitizing alarm.

### **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, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs. May be required to work an occasional Saturday and/or Sunday as needed,

### **EQUIPMENT/MACHINERY USED**

Stainless steel carts

### **TRAINING REQUIREMENTS**

New Employee Orientation and on the job training.

7/19/2016

## 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.

Paul Kuehn  
Employee Printed Name

Paul Kuehn  
Employee Signature

6/29/17  
Date

[Signature]  
Supervisor Signature

## Job Description Co-Packing Start of Production Line

### SUMMARY

Responsible for rotating between positions at the start of the production line. The duties of each position will include: placing the lids on trays filled with components, inserting top label in lid, placing components in the correct position on the tray or insuring tape is applied to finished trays properly.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices), vinyl gloves.
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### Lid Fastener

5. Verify tray has the appropriate amount of components and in the correct compartments.
6. Place lid on tray insuring all sides have snapped together.
7. Insure the correct top label is being used.
8. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
9. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.

#### Top Label Inserter

10. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
11. Place label face down into dome of lid.
12. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
13. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
14. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.

#### Tray Filler

15. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.

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16. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
17. Place component in the correct position on the tray.
18. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.

**Tray Taper**

19. Stack up trays for packaging when time available..
20. Verify lids are fastened to trays properly and refasten if necessary.
21. Insure trays have the correct amount of tape applied. Add tape if necessary.
22. Verify tape is fastened to the tray and lid and correct if needed.
23. Inspect top labels for any defects, discoloration, or torn areas.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

These positions are in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive arm and hand movement, and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**EQUIPMENT/MACHINERY USED**

Conveyor, Static bar, and tape dispenser

**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.

Paul Kuehn  
Employee Printed Name

Paul Kuehn  
Employee Signature

5/27/16  
Date

Phyllis  
Supervisor Signature



## **Job Description**

### **Co-Packing End of Production Line**

#### **SUMMARY**

Responsible for rotating between positions at the end of the production line. The duties of each position will include: placing finished trays into the correct corrugated box (shipper), stacking finished boxes (shipper) on good pallets while following Customer Specification requirements, maintaining supply bins with components used in party tray production, or flipping trays after the nutritional label has been applied to allow the tray to flow through the Tapeler correctly.

#### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### **Finished Goods Boxer**

5. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
6. Insure the box has a visible USDA bug.
7. Verify all boxes to insure there are no defects, damages, or incorrect printing.
8. Insure all trays being placed in the box are closed properly and tape adhered to the tray.
9. Place finished trays in box insuring trays are in the correct position.

#### **Palletizer**

10. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
11. Insure the correct case label is applied to each box.
12. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
13. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
14. Using pallet wrap machine, wrap pallet with shrink wrap and insure it is wrapped tightly and completely from the top of the pallet to the top of the finished cases.
15. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.

#### **Product Bin Filler**

16. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.

5/27/2016

17. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
18. Communicate with the Warehouse Line Supplier when supplies begin to run low.
19. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
20. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker. Meat boxes are stacked on a pallet for recycling. All other boxes are stacked on a separate pallet to be placed in the compactor.
21. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.

**Tray Flipper**

22. Verify the correct nutritional label has been applied to each tray according to the finished item being produced.
23. Insure all information being applied is legible and the correct code date was applied. Stop the line and notify the Line Lead or Production Supervisor if there is incorrect information or if the print is not legible.
24. Verify top and nutritional labels can be read in book format.
25. Flip tray over so the top label is facing upward before it flows through the Tapeler.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

These positions are in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive arm and hand movement, and lifting of up to 40 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**EQUIPMENT/MACHINERY USED**

Conveyor, Pallet jack, safety knife and pallet wrap machine

**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.

Paul Kuehn  
Employee Printed Name

Paul Kuehn  
Employee Signature

5/27/16  
Date

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Supervisor Signature

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## Job Description Hopper Filler

### SUMMARY

Responsible for keeping an adequate supply of RTE product in the hopper.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, goggles, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize apron, sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Insure product hopper on designated machine is supplied with RTE product.
3. MV1 and Orics 6: Hopper Filler brings cart filled with full slotted trays from the Tumbler Room/Slicing Room window to designated line.
  - a) Dump each slotted tray of product into the hopper as needed and place the empty trays back into the rack.
  - b) Return used slotted trays to the appropriate spot in the Tumbler Room window (far left).
  - c) Sanitize rack using pump sprayer with sanitizer solution before loading additional full slotted trays.
4. MV2 and Rotary: Take trays from the Cart Transfer Person at the threshold and place each tray on the rack designated for each line. Wheel the rack to the designated machine.
  - a) Dump each slotted tray of product into the hopper as needed and place empty trays back into the rack.
  - b) Wheel the rack back to the threshold and place empty trays back into the cart for the Cart Transfer Person.
  - c) Sanitize rack before loading additional full slotted trays.
5. Visually inspect and physically run hands around lip and bottom of tray to check for cracks and missing pieces.
6. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
7. Other duties as assigned by the Production Supervisor.
8. Verify routine hourly line sanitizing and line sanitizing at breaks.
9. Sign off on the Daily Line Sanitizing Log daily.
10. Insure line employees sanitize hands every 15 minutes and manage hand sanitizing alarm.

### 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, frequent lifting of up to 50lbs., and pushing/pulling of 150 lbs.

### EQUIPMENT/MACHINERY USED

Stainless steel carts

### TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

### SIGNATURES

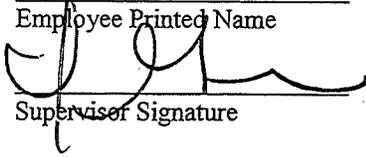
Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

12/16/2015 9:56:00 AM

Paul Kuehn

Employee Printed Name

Supervisor Signature



Paul Kuehn

Employee Signature

7/3/17

Date

## **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.

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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.

Paul Kuehn  
Employee Printed Name

Paul Kuehn  
Employee Signature

7/25/16  
Date

[Signature]  
Supervisor Signature



## **Job Description**

### **Co-Packing End of Production Line**

#### **SUMMARY**

Responsible for rotating between positions at the end of the production line. The duties of each position will include: placing finished trays into the correct corrugated box (shipper), stacking finished boxes (shipper) on good pallets while following Customer Specification requirements, maintaining supply bins with components used in party tray production, or flipping trays after the nutritional label has been applied to allow the tray to flow through the Tapeler correctly.

#### **PRIMARY RESPONSIBILITIES**

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

##### **Finished Goods Boxer**

5. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
6. Insure the box has a visible USDA bug.
7. Verify all boxes to insure there are no defects, damages, or incorrect printing.
8. Insure all trays being placed in the box are closed properly and tape adhered to the tray.
9. Place finished trays in box insuring trays are in the correct position.

##### **Palletizer**

10. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
11. Insure the correct case label is applied to each box.
12. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
13. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
14. Using pallet wrap machine, wrap pallet with shrink wrap and insure it is wrapped tightly and completely from the top of the pallet to the top of the finished cases.
15. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.

##### **Product Bin Filler**

16. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.

17. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
18. Communicate with the Warehouse Line Supplier when supplies begin to run low.
19. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
20. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker. Meat boxes are stacked on a pallet for recycling. All other boxes are stacked on a separate pallet to be placed in the compactor.
21. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.

**Tray Flipper**

22. Verify the correct nutritional label has been applied to each tray according to the finished item being produced.
23. Insure all information being applied is legible and the correct code date was applied. Stop the line and notify the Line Lead or Production Supervisor if there is incorrect information or if the print is not legible.
24. Verify top and nutritional labels can be read in book format.
25. Flip tray over so the top label is facing upward before it flows through the Tapeler.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

These positions are in a manufacturing environment and will involve standing and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, repetitive arm and hand movement, and lifting of up to 15 lbs.

**EQUIPMENT/MACHINERY USED**

Conveyor. Pallet jack, safety knife and pallet wrap machine

**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.

Paul Kuehn  
Employee Printed Name

Paul Kuehn  
Employee Signature

6/16/14  
Date

[Signature]  
Supervisor Signature