



Performance Improvement Plan

Employee Name: **Romeago Metho**

Job Title: **Grinder**

Date: **August 14, 2017**

Job Responsibilities

Job Responsibility: **Attendance/Punctuality**

Specific Improvements Required:

Romeago needs to show up on time for every scheduled shift, rested and prepared for the day's work. On-time means that you must be at your work station 5 minutes before your scheduled start time. Romeago must take breaks only when relieved by another employee, lead or supervisor. Breaks are as follows: Two 15 minute paid breaks and 1 unpaid 30 minute lunch/dinner break. Reporting back to your work station timely is important.

Job Responsibility: **Mixing and Grinding**

Specific Improvements Required:

Romeago must work on the following tasks:

- 1) Accurately weighing and preparing ingredients to batch recipe.**
- 2) Apply the proper amount of CO2 to each batch.**
- 3) Properly calculate the ingredients and CO2 for partial batches and know when to do so.**
- 4) Must be aware of the schedule and prepare for grind recipe changes.**
- 5) Empty mixer ASAP to allow time for the next batch to start.**

Job Responsibility: Communication with Formax Operator

Specific Improvements Required:

Never let formax run out of product.

Be aware of change-overs.

Make CO2 adjustments according to patty shape and size.

Job Responsibility: Computer/Paperwork

Specific Improvements Required:

- **Properly complete all paperwork ASAP after each batch.**
- **Initial each ingredient after adding to the batch.**
- **Issue all ingredients from LPN into Ross Inventory System, writing down all LPNs and amounts on paperwork.**
- **In "Job Status", check inputs and write down batch weight on Batch Sheet.**
- **Do FOSS test for each batch; entering job # and recording fat % results on paperwork.**
- **Do a Grind Partial Close for each batch making sure to issue the batch to the correct pack job.**
- **Print LPN and place on back of batch sheet and Initial the sheet.**

Support Plan

Support to be provided by Supervisor/Trainer

To review all procedures listed above and to make sure Romeago understands all of the points listed.

I will be available daily for questions and/or additional training.

I will support with positive reinforcement when objectives are met.

I will also review and evaluate your performance and give additional training when objectives are not being met.

We will meet and review in 30 days.

Follow- Up Review

Follow Up Review to be completed within 30 days.

Employee has achieved the required improvement described above.

Employee has not achieved the required improvement described above.

The employee has problems in the areas described below:

Employee Signature: _____

Supervisor Signature: _____

Date: _____

8-14-17

8/14/17