

je Sahal Sanej

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 (QA0183 WI 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 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 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 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, 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.

Sahal
Employee Printed Name

Sahal
Employee Signature

04.30.15
Date

[Signature]
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

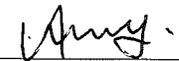
Conveyor

TRAINING REQUIREMENTS

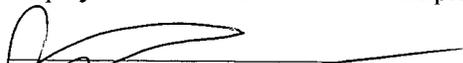
New Employee Orientation and on the job training.

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.

SAHAL SANEY 
 Employee Printed Name Employee Signature

8/6/14
 Date


 Supervisor Signature

Job Description

Tumbler Room Apple Slicer Operator

SUMMARY

Responsible for slicing apples while managing company processes, procedures and safe food handling practices.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Enter Tumbler Room wearing yellow boots, white rain pants, and goggles.
3. Inspect apple slicers to ensure all parts of the equipment are put back together and that the equipment is clean from sanitation.
4. Turn on slicers to warm them up for the start of shift.
5. Rinse the slicer with Klorman from the Klorman hose.
6. When the Line Lead approves startup, remove the weight from the top of the first tub of whole apples, and place it on the second tub.
7. Begin slicing, picking up apples out of the tub and placing them in the holes on the slicer. Place the apples with the stem sticking straight up.
8. Continue this process until all of the whole apples from the tub have been sliced. The goal is to fill any holes in the table as the table spins in a circle.
9. Periodically check the clear slotted tray below the chutes to see how full they are.
10. Once the tray is full (approximately 21 pounds) lift the tray out of the Klorman tub. Turn the tray sideways and rest it on top of the Klorman tub. Rinse the sliced apples with water from the blue hose.
11. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
12. Retrieve a sanitized slotted tray and place it under a slicer shoot for filling.
13. Once the tub of whole apples is empty, rotate the stainless steel cart 180 degrees, and remove the weight from the next tub of whole apples.
14. Repeat steps 7-14 throughout the shift.
15. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
16. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
17. Other duties as assigned by the Assistant Supervisor and Production Supervisor.

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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, repetitive arm and wrist movement, push/pull up to 150 lbs., and lifting of up to 50 lbs.

EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, and hoses.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and knowledge of all Tumbler Room positions for job rotation.

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.

Sahal Saney
Employee Printed Name


Employee Signature

10/01/2015
Date


Supervisor Signature

Job Description GMP Monitor

SUMMARY

Monitors Good Manufacturing Practices during operations. 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, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.
9. Act as a "buddy" to new employees in the exposed product areas. Will coach newer employees in GMPs.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical 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.

SAHAL SANEY
Employee Printed Name

Employee Signature

9/9/15
Date

Supervisor Signature