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## Job Description Production Scanner

### SUMMARY

Responsible for supplying and accurately scanning all materials needed for production. 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 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. Ensure materials no longer necessary for production are returned to the correct bin location.
8. Assist with cycle counts to ensure inventory is accurate.
9. Verify the WOW system to ensure 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.
10. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
11. Other duties as assigned by the Lead 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 up to 50lbs, and frequent pushing/pulling of up to 2500 lbs. with mechanical assistance. May be required to work an occasional Saturday and/or Sunday as needed.

### TRAINING REQUIREMENTS

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

### EQUIPMENT/MACHINERY USED

Scanner, pallet jack, forklift, dip dolly, WOW computer and safety knife.

### JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (multiplication/addition/subtraction/division).

### 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

*[Signature]*  
Employee Signature

2-1-18  
Date

*[Signature]*  
Supervisor Signature