

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 (QA0183WI 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.

Saroen Nheb
Employee Printed Name

W. Seun
Employee Signature

9.24.13
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.

Saraem Meh
Employee Printed Name

N Seem
Employee Signature

9-24-13
Date

[Signature]
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.

Saraeun Mheeb

Employee Printed Name

n. Sew

Employee Signature

9-24-13

Date

[Signature]

Supervisor Signature