

Job Description General Op Checker

SUMMARY

Responsible for the inspection of production processes in a fast pace environment to ensure quality and food safety requirements are met. If absent, another trained employee or trained backup will be scheduled to cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Prep necessary paperwork for the day dictated by production plan.
2. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, white bump cap, blue vinyl gloves, clean smock, and yellow rubber boots. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices) when necessary.
3. Wash hands thoroughly and be prepared for production to begin at the start time for the room you will be working in.
4. Sanitize work station, scales, clipboards, calculator and other equipment with Sani-wipes.
5. Responsible for maintaining a clean and tidy work station throughout and after shift.
6. Maintain legible and accurate documentation of records throughout the production process.
7. At the start-up of each production line and at the frequency specified thereafter in the FDA Label Verification Work Instruction (QA0483WI), perform a verification of the materials being used against the Operations Product Specification.
8. Perform Finished Product and Component weight checks as stated in the Product, Sampling and Analysis Procedure (QA0254PR).
 - a. Communicate any low or high weights appropriately with Machine Operators and Supervisors for corrective action.
9. Monitor Gas Residual for MAP packaging throughout shift as stated in QA0254PR.
10. Evaluate package seals and visual quality of product throughout operations.
11. Complete Operational QC Checklists approximately every 30 minutes.
 - a. Product evaluation, seal evaluation, tray counts, and tray positions in finished goods packaging
 - b. Monitor and audit depositor parts to insure no foreign materials present hazards to product.
 - c. Monitor and record lot numbers for dips and trays used in production process for traceability purposes.
12. Identify deviations in the production process and communicate to the Production Supervisor, Line Lead, operators, and quality personnel to make the required corrections in the process to ensure quality goals are being met.
13. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
14. Responsible for completing records associated with monitoring checks.
15. Other duties as assigned by the Lead and Production Supervisor.

5/3/2017

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, and frequent lifting of less than 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, and completion of Op-checker training checklist (QA0417FO).

JOB REQUIREMENTS

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

EQUIPMENT/MACHINERY USED

Scales, gas analyzer and other equipment/utensils needed to complete quality checks.

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.

shukri mahmud
Employee Printed Name

shukri
Employee Signature

0503/17
Date

[Signature]
Supervisor Signature

Job Description Cartoner

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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.

shukni
Employee Printed Name

shukni
Employee Signature

8/31/13
Date

[Signature]
Supervisor Signature

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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.

Shukri

mohamed
Employee Printed Name

mohamed
Employee Signature

9/8/15
Date

[Handwritten Signature]
Supervisor Signature

Job Description Tumbler Room Apple Box Transfer Person

SUMMARY

Responsible for placing full boxes of apples on a stainless steel table and removing the lids.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, blue vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Wash hands and apply PPE in the Tumbler Room.
3. Remain in the hallway outside of the Tumbler Room.
4. Take four boxes of apples, place them on a stainless steel table, and remove the lids.
5. Keep the table full of apple boxes at all times.
6. Communicate with the Apple Tub Filler to verify the variety of apple needed.
7. Notify Lead or Supervisor when another pallet of apples is needed.
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 and walking for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive lifting of 30 to 50 lbs.

EQUIPMENT/MACHINERY USED

Safety knife.

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.

Shukri Mohamed
Employee Printed Name

[Signature]
Supervisor Signature

[Signature]
Employee Signature

12-18-13
Date

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 (QA0183 WI 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

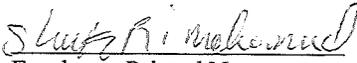
Conveyor

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.


Employee Printed Name


Employee Signature

12-18-15
Date


Supervisor Signature