

2/1/2018

Job Description Denester Filler

SUMMARY

Responsible for keeping an adequate supply of empty product trays in the denester. 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, white vinyl gloves, disposable sleeves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Retrieve a single box of trays from the Production Scanner at the threshold of the production room.
3. Transfer box of trays from the wood pallet at threshold to a blue plastic pallet in production area.
4. Using a pallet jack designated for that room, pull the pallet of trays over to the machine that will be filled.
5. Wash hands, change sleeves and gloves.
6. Pull bags of trays out of the box.
7. Stage stacks of trays on the table/cart at the denester.
8. Place small stack of trays into each slot of the denester.
9. Keep an adequate supply of empty product trays in the denester.
10. Manually place trays onto the conveyor as needed.
11. At the end of the production run, place loose trays back into bags and return to inventory.
12. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
13. Other duties as assigned by the Lead and Production Supervisor.
14. Backup to Hopper Filler: Verify routine hourly line sanitizing and line sanitizing at breaks.
15. Backup to Hopper Filler: Sign off on the Daily Line Sanitizing Log daily.
16. Backup to Hopper Filler: Insure line employees sanitize hands every 15 minutes and manage hand sanitizing alarm.

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. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Pallet jack and denester

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.

Southern, Khay
Employee Printed Name

Southern, Khay
Employee Signature

02-01-18
Date

[Signature]
Supervisor Signature

2/1/2018

Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment. If absent, another trained employee or trained backup will be scheduled to cover the 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. Visually inspect final case label placement on every box before placing on pallet.
3. Place appropriate quantities of cases on pallet in approved configuration according to the Product Specification sheets.
4. Notify QA that the pallet is ready to be kitted.
5. Securely wrap pallets of finished cases with hand stretch wrap.
6. Using a pallet jack, move pallet to the threshold of the room for pickup by warehouse personnel.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. Other duties as assigned by the Lead 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 repetitive lifting of up to 25 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT AND MACHINERY USED

Pallet jack

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.

Souimonth, Lhay
Employee Printed Name

Souimonth, Lhay
Employee Signature

02-01-18
Date

[Signature]
Supervisor Signature