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## Job Description Cartoner

### SUMMARY

Responsible for placing finished product trays into display boxes and placing display boxes into corrugated shippers. 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. 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 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 occasional lifting of up to 10 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

### 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.

Suad  
Employee Printed Name

Suad  
Employee Signature

10-31-17  
Date

[Signature]  
Supervisor Signature

## Job Description

# Quality Assurance Processing Technician – Hormel Line

### SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification.

### Primary Responsibilities

1. **Personal Protective Equipment Required (PPE):** ear plugs (optional), hairnet, Orange bump hat, white vinyl gloves during 30 minute checks and clean smock.
2. Conduct USDA Pre-Operational and Operational inspections daily.
3. Follow, monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs.
4. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods).
5. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
6. Maintain legible, accurate records for all monitoring and testing conducted.
7. Maintain and insure product traceability throughout the assembly of Hormel products.
8. Conduct operational checks for weights and accuracy of labels.
9. Verify that all tray and case labels are correct with the proper code date.
10. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF 2000 system.
11. Perform record verification as required for Hormel products as assigned.
12. Follow all plant and employee safety rules and wear PPE as required.
13. Recommend product, packaging, quality and employee safety improvements.
14. Data entry as assigned.
15. Equipment calibration verification as assigned (scales).
16. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training).
17. Assist with training of new QA Technicians as assigned.

### PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold environment with temperatures ranging from 38 F to 42 F for a majority of required tasks. Some clerical work; a lot of walking and standing.

### EQUIPMENT/MACHINERY USED

Scales

### TRAINING REQUIREMENTS

New Employees Orientation, on the job training and completion of QA Tech training checklist (QA0393FO).

### Other Responsibilities

- \*Work effectively with others both within and outside the department. Work as a team with others.
- \*Vary work hours as needed (minimal variation). May be required to stay until work is complete after shift. Schedule breaks around work load.
- \*Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
- \*Able and willing to do new or different tasks as required.
- \*Take care of and properly maintain the equipment used in this position (as appropriate).

### 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.

Suad Abdulla  
Employee Printed Name

Suad  
Employee Signature

8-18-16  
Date

[Signature]  
Supervisor Signature

## Job Description Co-Packing Start of Production Line

### SUMMARY

Responsible for rotating between positions at the start of the production line. The duties of each position will include: placing the lids on trays filled with components, inserting top label in lid, placing components in the correct position on the tray or insuring tape is applied to finished trays properly.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices), vinyl gloves.
2. Enter production room with hairnet on, wash hands and put on clean smock and gloves.
3. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### Lid Fastener

5. Verify tray has the appropriate amount of components and in the correct compartments.
6. Place lid on tray insuring all sides have snapped together.
7. Insure the correct top label is being used.
8. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
9. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.

#### Top Label Inserter

10. Insure the correct top label and tray lids are ready for use. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
11. Place label face down into dome of lid.
12. Report any defects or discoloration of lids to the Line Lead, Production Supervisor, or QA Technician.
13. Take lid with label and with a quick motion, insert the lid under the static bar and remove. Insure you are standing on an anti-static mat while performing this task. Add lid to finished stack of lids to use in production.
14. Insure after any production run, labels are removed to prevent incorrect label from being used during the next production run.

#### Tray Filler

15. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.

16. Report any defects (leakers, foreign material, light weight, or discoloration) of components to the Line Lead, Production Supervisor, or QA Technician and place in marked containers.
17. Place component in the correct position on the tray.
18. Press pouches down in black bins to insure they are flat and to prepare for the Product Bin Filler to supply additional component pouches.

**Tray Taper**

19. Stack up trays for packaging when time available..
20. Verify lids are fastened to trays properly and refasten if necessary.
21. Insure trays have the correct amount of tape applied. Add tape if necessary.
22. Verify tape is fastened to the tray and lid and correct if needed.
23. Inspect top labels for any defects, discoloration, or torn areas.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

These positions are in a manufacturing environment and will involve standing for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive arm and hand movement, and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**EQUIPMENT/MACHINERY USED**

Conveyor, Static bar, and tape dispenser

**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.

S. Wad  
Employee Printed Name

[Signature]  
Employee Signature

7-15-16  
Date

[Signature]  
Supervisor Signature

9/6/2013

## 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 and sleeves.
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.

### 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.

Suad Abdulla  
Employee Printed Name

Suad  
Employee Signature

9.9.13  
Date

Jim E. Suarez  
Supervisor Signature

11/25/2013 9:09:00 PM

A handwritten signature in cursive script, appearing to read "K. Adams", written over a horizontal line.

Supervisor Signature