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Susanna  
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## **Job Description Hormel Sanitation**

### **SUMMARY**

Responsible for the complete clean up of production and non-production areas

### **PRIMARY RESPONSIBILITIES**

1. Clean all restrooms, break rooms, production areas, warehouses, and offices.
2. Adhere to all cleaning frequencies set by the Hormel Master Sanitation Schedule (ST0007FO).
3. Fill out all necessary paperwork. Including Hormel Master Sanitation Schedule (ST0007FO).
4. Keep track of all cleaning supplies including weekly inventory. Maintain cleaning supplies and perform weekly inventory using ST0013FO Hormel Sanitation Inventory Form.
5. Know and understand cleaning procedures and correct concentration and application of all cleaning and sanitizing chemicals.
6. Must complete safety training associated with the chemicals used in this position. Must follow all PPE requirements necessary for job tasks, and know how to use MSDS information when needed.
7. Understand the operational controls of equipment scheduled to be cleaned and equipment used in the sanitation process.
8. Assist in keeping parking lot and grounds clean...
9. Other duties as assigned by supervisor.
10. Must comply with regulatory as well as company food safety, employee hygiene, quality and employee safety rules and policies.
11. Must retain knowledge of all cleaning procedures necessary to the position.

### **PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

This position is in a manufacturing environment and will involve standing for long periods of time. You will also be working in temperatures less than 50 degrees Fahrenheit when inside, and winter conditions or summer heat when doing outside responsibilities. Some 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**

Utility knives, cardboard baler, trash compactor, chemical spray bottles, mops, brooms, portable foam units, floor squeegees, scrub brushes, and dolly.

### **TRAINING REQUIREMENTS**

New Employee Orientation, Chemical Safety Training and on the job training.

### **SIGNATURES**

6/9/2016 8:38:00 AM

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.

Susanna Lakshmi  
Employee Printed Name

Susanna Lakshmi  
Employee Signature

7-18-16  
Date

[Signature]  
Supervisor Signature

W

## **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.

## Job Description Co-Packing Finished Goods Boxer

### SUMMARY

Responsible for placing finished trays into the correct corrugated box (shipper).

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Verify the correct box (shipper) is being used for the finished item being produced. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
4. Insure the box has a visible USDA bug.
5. Verify all boxes to insure there are no defects, damages, or incorrect printing.
6. Insure all trays being placed in the box are closed properly and tape adhered to the tray.
7. Place finished trays in box insuring trays are in the correct position.
8. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
9. Other duties as assigned by the Production Supervisor and Production Manager.

### 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, repetitive arm and hand movement, and lifting of up to 15 lbs.

### EQUIPMENT/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.

Susanna Lakosong  
Employee Printed Name

Susanna Lakosong  
Employee Signature

9-27-13  
Date

[Signature]  
Supervisor Signature

## Job Description Co-Packing Product Bin Filler

### SUMMARY

Responsible for maintaining supply bins with components used in party tray production.

### PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** hairnet and clean smock. Comply with GMPs (QA0402WI Hormel Good Manufacturing Practices).
2. Enter production room with hairnet on, wash hands and put on clean smock.
3. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.
4. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
5. Communicate with the Warehouse Line Supplier when supplies begin to run low.
6. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
7. After emptying components into supply bins, break down corrugated boxes from components and sort. Remove box tape and cross off barcodes with marker. Meat boxes are stacked on a pallet for recycling. All other boxes are stacked on a separate pallet to be placed in the compactor.
8. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.
9. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
10. Other duties as assigned by the Production Supervisor and Production Manager.

### 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, lifting of up to 50 pounds, and repetitive arm and hand movement.

### EQUIPMENT/MACHINERY USED

Pallet jack and safety knife

### 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.

Susana Lopez  
Employee Printed Name

Susana  
Employee Signature

9-27-13  
Date

[Signature]  
Supervisor Signature