

Job Description Palletizer

SUMMARY

Responsible for placing finished cases onto a pallet and preparing 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, required gloves, clean smock, and assigned footwear. 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.

Tremain Williams
Employee Printed Name

Tremain W
Employee Signature

9/10/19
Date

[Handwritten Signature]
Supervisor Signature

Job Description Raw Room Apple Tub Filler/Apple Box Transfer

SUMMARY

Responsible for dumping whole, untreated apples from the cardboard boxes into flume Tank #1 (or white tubs in Tumbler Room), filled with peracetic acid while following company guidelines. 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, ninja-hairnet, blue apron, white rain pants, disposable sleeves, required gloves, clean smock, goggles (employee responsible if lost \$14.00), and assigned footwear.
2. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
3. Apple dumper transfers apple boxes from the transfer in the hallway into the slicing room.
4. Monitor Apple Slicers to ensure GMP compliance.
5. Repeat steps 3-5 throughout the shift.
6. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
7. Other duties as assigned by the Line Lead 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 up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Tumblers, hose, and 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.

Tremain W
Employee Printed Name

Tremain
Employee Signature

9/10/19
Date

[Signature]
Supervisor Signature

Job Description Raw Room Apple Box Transfer Person (Tumbler Only)

SUMMARY

Responsible for placing full boxes of apples on a stainless steel table and removing the lids. 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, ninja-hairnet, disposable apron, required gloves, clean smock, goggles (employee responsible if lost \$14.00), and assigned footwear. Sanitize gloves every 15 minutes.
2. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
3. Wash hands and apply PPE in the Tumbler Room.
4. Remain in the hallway outside of the Tumbler Room.
5. Take four boxes of apples, place them on a stainless steel table, and remove the lids
6. Keep the table full of apple boxes at all times.
7. Communicate with the Apple Tub Filler to verify the variety of apple needed.
8. Notify Lead or Supervisor when another pallet of apples is needed.
9. Adhere to company employee hygiene practices, company food safety procedures and GMPs.
10. Other duties as assigned by the Line Lead 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. May be required to work an occasional Saturday and/or Sunday as needed.

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.

Tremaine
Employee Printed Name

Tremaine
Employee Signature

9/10/19
Date

[Handwritten Signature]
Supervisor Signature