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## Job Description Co-Packing End of Production Line

### SUMMARY

Responsible for rotating between positions at the end of the production line. The duties of each position will include: placing finished trays into the correct corrugated box (shipper), stacking finished boxes (shipper) on good pallets while following Customer Specification requirements, maintaining supply bins with components used in party tray production, or flipping trays after the nutritional label has been applied to allow the tray to flow through the Tapeler correctly.

### 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. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
4. Other duties as assigned by the Production Supervisor and Production Manager.

#### Finished Goods Boxer

5. 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.
6. Insure the box has a visible USDA bug.
7. Verify all boxes to insure there are no defects, damages, or incorrect printing.
8. Insure all trays being placed in the box are closed properly and tape adhered to the tray.
9. Place finished trays in box insuring trays are in the correct position.

#### Palletizer

10. 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.
11. Insure the correct case label is applied to each box.
12. Document that the LP and case label match product being produced on the Hormel Case Label Verification Check form (OP0195FO).
13. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
14. Using pallet wrap machine, wrap pallet with shrink wrap and insure it is wrapped tightly and completely from the top of the pallet to the top of the finished cases.
15. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.

#### Product Bin Filler

16. Maintain adequate amount of components in supply bins. Must wear vinyl gloves if having contact with component pouches.

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17. Insure the correct components are being used in production. Required materials can be referenced on Hormel Operational Product Specifications according to item number.
18. Communicate with the Warehouse Line Supplier when supplies begin to run low.
19. Inform Line Lead, QA, or Production Supervisor when lot numbers change on components.
20. 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.
21. Provide palletizers with good pallets and return broken pallets to the scrap pallet stack.

**Tray Flipper**

22. Verify the correct nutritional label has been applied to each tray according to the finished item being produced.
23. Insure all information being applied is legible and the correct code date was applied. Stop the line and notify the Line Lead or Production Supervisor if there is incorrect information or if the print is not legible.
24. Verify top and nutritional labels can be read in book format.
25. Flip tray over so the top label is facing upward before it flows through the Tapeler.

**PHYSICAL ENVIRONMENT/WORKING CONDITIONS**

These positions are 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 40 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

**EQUIPMENT/MACHINERY USED**

Conveyor, Pallet jack, safety knife and pallet wrap machine

**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.

TAN KHATHIYA

Employee Printed Name

TAN KHATHIYA

Employee Signature

5/27/16

Date

Phyvoroch

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.

TAN KHATHIYA      Tan Khathiya      5/29/16  
Employee Printed Name      Employee Signature      Date  
Phyvorobhe  
Supervisor Signature

Tan Khathiya

## Job Description Co-Packing Lid Fastener

### SUMMARY

Responsible for placing the lids on trays filled with components.

### 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. Verify tray has the appropriate amount of components and in the correct compartments.
4. Place lid on tray insuring all sides have snapped together.
5. Insure the correct top label is being used.
6. Report any defects or discoloration of lids to the Line Lead or Production Supervisor.
7. Place finished tray on the conveyor to insure the bottom label will be applied in book format with the top label.
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 for long periods of time, working in temperatures less than 50 Degrees Fahrenheit, and repetitive arm and hand movement.

### 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.

TAN KHATHIYA  
Employee Printed Name

  
Employee Signature

9/29/13  
Date

  
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.

TAN KHATHINA  
Employee/Printed Name  
[Signature]  
Supervisor Signature

[Signature] 9/26/13  
Employee Signature Date