

## Job Description Palletizer

### SUMMARY

Responsible for placing finished cases onto a pallet and prepare for shipment.

### 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.
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 Assistant Supervisor 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.

### 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.

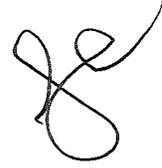
Timothy Goodrich  
Employee Printed Name

  
Employee Signature

1-17-14  
Date

  
Supervisor Signature

# Job Description Co-Packing Palletizer



## SUMMARY

Responsible for stacking finished boxes (shipper) on good pallets while following Customer Specification requirements.

## 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 correct case label is applied to each box.
5. Stack boxes neatly on a good 40X48 pallet and in the correct pallet pattern according to the Hormel Operational Product Specification for that item.
6. 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.
7. Move finished pallet to designated area using a pallet jack and communicating with the Finished Goods Loader.
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 squatting and bending, lifting of up to 25 lbs. and pushing and pulling up to 500 lbs.

## EQUIPMENT/MACHINERY USED

Pallet jack 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.

Timothy Goodrich  
Employee Printed Name

Timothy Doodnick  
Employee Signature

11-19-13  
Date

[Handwritten Signature]  
Supervisor Signature

## Job Description Co-Packing Tray Flipper



### SUMMARY

Responsible for flipping tray 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. Verify the correct nutritional label has been applied to each tray according to the finished item being produced.
4. 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.
5. Verify top and nutritional labels can be read in book format.
6. Flip tray over so the top label is facing upward before it flows through the Tapeler.
7. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
8. 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

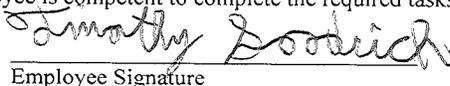
### TRAINING REQUIREMENTS

New Employee Orientation and on the job training.

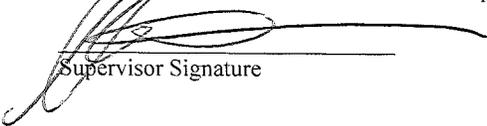
### SIGNATURES

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.

Timothy Goodrich  
Employee Printed Name

  
Employee Signature

11-17-13  
Date

  
Supervisor Signature