

5/27/2016

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Tim
Lieberman

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.

Timothy P. Liebenow
Employee Printed Name

Timothy P. Liebenow
Employee Signature

5-27-16
Date

Phyongchi
Supervisor Signature

Tim Liebenow

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.

Tim Liebenow
Employee Printed Name

Timothy P. Liebenow
Employee Signature

9/27/2013
Date

[Signature]
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.

Tim Liebenow
Employee Printed Name

Timothy P. Liebenow
Employee Signature

9/27/2013
Date

Shyng
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.

Tim Liebenow
Employee Printed Name

Timothy P. Liebenow
Employee Signature

9/27/2013
Date

Phyung Lu
Supervisor Signature