

Meeting Agenda 03/27/15

Cell Phone Usage:

Cell phone usage needs to be kept to a minimum. If one is caught in the warehouse using his or her cell phone for personal use there will be corrective actions including warnings suspension and up to assignment end. (You will first be asked to put your phone in your car)

Damaged Product:

We understand that there can and will be product that in the process of transfers will be damaged. What you need to do upon discovering the damaged product is immediately go to your supervisor and let them know of the damaged product so they can inspect it and let you know if it can be salvaged. If it is not shippable the product will need to be thrown away. *We don't eat product!*

FIFO/Product Check:

After each order is completed the scanner/computer verifier needs to stop the building process and verify the quantities on each of the pallets in the building area if a mistake is discovered you are to notify your supervisor immediately and they will help you solve the problem. Also during the product check the scanner needs to verify the pallets in the computer to make sure they know when the next code date change for each product will be. When you find that you need a code date change you need to verify this with your supervisor before making the date change.

Team Work:

We need to ensure everyone on the shift/team is on the same page. If one person falls behind building or wrapping; we need the other members of the team to give them positive reinforcement and allow them to catch back up.

Visitors/Truck Drivers:

If you are the on to let the driver in the building it is your duty to escort him or her into the office until they have check into the log and the supervisor is aware.