

Job Description

Raw Room Apple Slicer Operator

SUMMARY

Responsible for slicing apples while managing company processes, procedures and safe food handling practices. 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, hairnet, hood, blue apron, white rain pants, disposable sleeves, white vinyl gloves, clean smock, goggles, and yellow rubber boots. Sanitize sleeves and gloves every 15 minutes. Sanitize apron every 3 hours. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Enter Raw Room wearing yellow boots, white rain pants, and goggles.
3. Inspect apple slicers to ensure all parts of the equipment are put back together and that the equipment is clean from sanitation.
4. Turn on slicers to warm them up for the start of shift.

Slicing Room:

5. Begin slicing, picking up apples out of the trough, and placing them in the openings on the slicer. Place the apples with the stem sticking straight up.
6. Continue this process until all of the whole apples from the trough, have been sliced. The goal is to fill any openings in the table as the table spins in a circle.
7. Monitor apple slices to for indication of broken, missing or dull blades.

Tumbler Room:

8. Rinse the slicer with Klorman from the Klorman hose.
9. When the Line Lead approves startup, remove the weight from the top of the first tub of whole apples, and place it on the second tub.
10. Begin slicing, picking up apples out of the tub, and placing them in the openings on the slicer. Place the apples with the stem sticking straight up.
11. Continue this process until all of the whole apples from the tub, have been sliced. The goal is to fill any openings in the table as the table spins in a circle.
12. Periodically check the clear slotted tray below the chutes to see how full they are.
13. Once the tray is full (approximately 21 pounds) lift the tray out of the Klorman tub. Turn the tray sideways and rest it on top of the Klorman tub. Rinse the sliced apples with water from the blue hose.
14. Carry the sliced apple tray and place it into a Calcium Ascorbate tub of solution.
15. Retrieve a sanitized slotted tray and place it under a slicer shoot for filling.
16. Once the tub of whole apples is empty, rotate the stainless steel cart 180 degrees, and remove the weight from the next tub of whole apples.

3/17/2017

17. Repeat steps 7-14 throughout the shift.
18. Sanitize slicers every 15 minutes with the red Klorman hose, ensuring Klorman has reached the brushes, knives, and chutes.
19. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
20. Other duties as assigned by the Line Lead and Production Supervisor.
21. Monitor apple slices to for indication of broken, missing or dull blades.

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 wrist movement, push/pull up to 150 lbs., and lifting of up to 50 lbs. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Apple slicer, stainless steel cart, and hoses.

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.

VICTORIA
Employee Printed Name


Employee Signature

3/17/17
Date


Supervisor Signature

Job Description GMP Monitor



SUMMARY

Monitors Good Manufacturing Practices during operations. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, orange hairnet, white vinyl gloves, disposable sleeves, clean smock, and disposable boots and sleeves.
2. Adheres to Employee Hygiene Practices
3. Immediate work area consists working the majority part of the shift in exposed product areas.
4. Observes compliance with Reichel Foods' Good Manufacturing Policy to insure production of safe quality food.
5. Takes corrective action when deviation(s) of the GMP Policy occurs, which may include communication with QA Technicians, Production Supervisors, QA Lead and/or QA Supervisor as needed.
6. Completion of GMP Monitor Checklist and documentation of observations and corrective actions throughout shift.
7. Sanitize the conveyor guards in the exposed product areas hourly.
8. Sign off on the Daily Line Sanitizing Log daily.
9. Act as a "buddy" to new employees in the exposed product areas. Will coach newer employees in GMPs.

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold and wet environment with temperatures ranging from 40 F to 50 F. Standing/walking required for up to 6-9 hours with breaks incorporated throughout the work day. Minimal physical exertion and lifting required.

TRAINING REQUIREMENTS

New Employee Orientation, GMP Monitor/Food Safety Training, On-the-Job training, Chemical 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.

VICTORIA A. ALEBATA
Employee Printed Name

V. Alebata
Employee Signature

3-21-2014
Date

Luz E. Pizarro
Supervisor Signature

Job Description Tray Filler

SUMMARY

Responsible for filling empty trays with product and verifying product is inside the compartment, and sorting out defective product.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs, hairnet, hood, disposable apron, disposable sleeves, white vinyl gloves, clean smock, and disposable boots. Sanitize sleeves and gloves every 15 minutes. Comply with product contact GMPs (QA0183WI Good Manufacturing Practices).
2. Slide product from hopper into the empty trays on the conveyor ensuring each tray has proper volume of product.
3. Inspect product for defective pieces and discard questionable or unacceptable product into the clear garbage bag.
4. Adhere to company Employee Hygiene Practices, company food safety procedures and GMPs.
5. 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 occasional lifting of up to 10 lbs.

EQUIPMENT AND MACHINERY USED

None

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.

VICTORIA ADEBAYO
Employee Printed Name

V. Adelaye
Employee Signature

17/9/13
Date

[Signature]
Supervisor Signature

