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JOB DESCRIPTION

PRODUCTION TEAM MEMBER (WI-001)

1.0 Production Team Member

- 1.1** This document describes the job description for the role of the Production Team Member.

2.0 Responsibilities

2.1 General responsibilities

- 2.1.1 Follow kitchen guidelines concerning food and physical safety, maintenance, and equipment/space cleaning requirements at all times.
- 2.1.2 Follow kitchen sanitation and cleaning checklists and other checklists, as instructed.
- 2.1.3 Fill products, seal packaging, cool products, and assemble products in cases and on pallets.
- 2.1.4 Assist in month end of physical inventory.
- 2.1.5 Clean dishes, kitchen, office and equipment, as needed.
- 2.1.6 Assist with cleaning, sanitation, and organization of kitchen, walk-in coolers, and all storage area.
- 2.1.7 Maintain the facility grounds as per the regular cleaning schedule.
- 2.1.8 Perform additional responsibilities, although not detailed, as requested by the Production Team Leader, Production Supervisor or Plant Manager at any time.

2.2. Specific FSMS Responsibilities

- 2.2.1 Comply with food safety program and maintain clean and orderly work areas
- 2.2.2 Operate food processing equipment.
- 2.2.3 Ensure that food products are processed and prepared by following standards of cleanliness and hygiene.

3.0 Qualifications

- 3.1** You need to be authorized to work in the United States.
- 3.2** You need to be able to do the following:
- 3.2.1 Work in a continuously-standing position for five or more hours
 - 3.2.2 Work with hands continuously
 - 3.2.3 Work with hot products such as hot soup

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- 3.2.4 Work in a cold environment, such as the walk-in cooler and with ice-water at the cooling station
- 3.2.5 Be able to frequently bend, stoop, and lift objects up to 60 pounds
- 3.2.6 Work various shifts (mornings, nights, and/or weekends), as required
- 3.2.7 Work as a team player at all times
- 3.2.8 Cross train to other departments as needed
- 3.2.9 Must have at least 1year kitchen or food manufacturing experience.

4.1 All employees in this role will need to attend the following trainings:

- 4.1.1 Employee orientation, covering:
 - a) The Food Safety policy,
 - b) The importance of meeting regulatory, statutory and customer requirements.
 - c) The relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
 - d) The requirement for effective communication for all personnel whose activities have an impact on food safety.
- 4.1.2 GMP Program Training
- 4.1.3 Food Safety Training
- 4.1.4 Allergen Management Training
- 4.1.5 Sanitation Program
- 4.1.6 Chemical Control Program
- 4.1.7 Illness & Injury Prevention Program Training
- 4.1.8 Food Defense Training
- 4.1.9 CCP Training
- 4.1.10 Gluten-free testing training
- 4.1.11 LOTO (Lockout Tagout) Program Training
- 4.1.12 Serve Safe Training
- 4.1.13 Work Environment and Safety Training
- 4.1.12 Sanitation Program

4.2 Employees will also need to be trained based on the related work instructions.

5.0 Reporting Structure

5.1 You will report to the Production Team Leader.

6.0 Related Work Instructions

- 6.1 Operating the Soup Pouch Filler
- 6.2 Operating the Soup Cup Filler
- 6.3 Operating the Date-coding Machine
- 6.4 Operating the Bag Sealer
- 6.5 Operating the Box Taping Machine
- 6.6 Operating the Air Tunnel
- 6.7 Managing the Cooling Process