

Krier Foods Co-Operative Program

Hours to consider:

Before School (6AM-8AM), After School (4PM-6PM), Flexible all day or 2-hour increments?

Program Requirements: 75-90 hours

Week	Department	Description	Mentor	Hours
Week 1	Orientation	Company Overview/Policies/Paperwork/Employee Safety Training	Lisa	1.5 hour
		Human Resources	Lisa	2.5 hours
		Schedule Overview for Co-Op program	Lisa	.5 hour
		Plant Tour	Lisa	1.5 hour
		Mentor Meet and Greet	Lisa	1.5 hour
	Safety	Participate in Safety Training	Patty	2.5 hours
		Overview of specialized safety training (Types) and Safety inspections	Patty	2.5 hours
Total Hours				12.5 hours
Week 2	Regulatory/Management System	Overview of food safety plan requirements and risk analysis	Susie	2 hours
		Gain knowledge of what a management system and document control does for a company	Susie	2 hours
		Regulations and impact or requirements	Susie	2 hours
		Understanding of documents (preparing, approval and control) and training requirements	Susie	2 hours
		Awareness of new supplier requirements and documentation required	Susie	2 hours
Total Hours				10 hours
Week 3	Production	Learn what a machine operator's responsibility is, what the operator testing or requirements for meeting quality standards, how to properly operate the machine, and the response to an issue on multiple production lines (types of machines: depalletizers, fillers and packaging equipment and palletizers).	Mentor	12 hours
	Packaging/Client Onboarding	Review and learn the new client onboarding process and differences in packaging options	Steve	4 hours
Total Hours				16 hours
Week 4	Quality	Blending – review of basic blending protocol, requirements of a blender, lot tracking allergen management and cleaning/sanitation	Mentor	5 hours
		Lab Technician – review of basic quality or laboratory testing techniques (various types of equipment) within a lab setting and understanding of customer specifications	Mentor	5 hours
Total Hours				10 hours

Week 5	Quality Continued	Microbiologist – review basic microbiological plating and testing techniques within a lab setting and meeting of specifications as well as other tests (RO water, boiler water, etc.)	Mentor	5 hours
		Sanitation Basics – learn what are CIPs (cleaning in place), SSOPs and importance	Carla	5 hours
Total Hours				10 hours
Week 6	Maintenance	Maintenance Mechanical – learn basic machine repair and preventative maintenance, change overs, building mechanics which may include but not limited to (plant systems (water, ammonia, boiler, CO2, nitrogen, etc.), facility maintenance, electrical, etc.)	Mentor – Charlie/Al/Ralph	10 hours
Total Hours				10 hours
Week 7	Shipping/Receiving	Receive Primary Packaging and Raw Ingredients	Rebecca	2 hours
		Lot Tracing	Kimberly	2 hours
		Storage and Shipping FG	Pamela/Rebecca	2 hours
	Finance/Accounting	Finance/Accounting	Beth/Karen/Sue	3 hours
Total Hours				9 hours
Week 8	Leadership	Production Line Lead – review of various process systems at Krier Foods (hot fill, cold fill carbonated, tunnel pasteurization, etc.), testing and documentation, understand interdependence of production and quality department throughout a production run.	Mentor	2.5 hours
		Quality Team Lead –review other areas of laboratory responsibilities, reporting and requirements.	Mentor	2.5 hours
		Production Supervisor – managing multiple production lines, and weekly production scheduling and production documentation review.	Mark	5 hours
Total Hours				10 hours
Week 9	ReCap	Items Learned	Lisa	1 hour
		Next Steps/Opportunity	Lisa	.5 hour
		Hiring Process	Lisa	.5 hour
		Lunch with Mentors	All Mentors	1.5 hour
Total Hours				3.5 hours
Total Program Hours				81 hours