



Document Number **WIN-102h**

Effective Date: **10/21/2014**

Revision **001**

Page: **1 of 2**

TITLE: Job Description- QA TECHNICIAN

Job Title: Quality Assurance Technician
Reports To: Quality Assurance Manager
Prepared By: Julie Bense

Department: Quality Assurance
FLSA Status: Non-Exempt
Approved By: Julie Bense

Summary: Performs product inspections at receiving and shipping, report product quality and conditions to each respective buyer, conducts daily, weekly & monthly sanitation check of assigned areas in accordance with HACCP and company's procedures. Reports defects and inconsistencies to the Quality Assurance Manager. In the absence of the Quality Technician the Quality Manager will assume the responsibilities of the position.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Raw Material

- Review inspection records on all incoming products daily (Net Weight, Labeling, and Sensory).
- Perform QC inspections on all products created in the milling and sifting operation.
- Perform inspection on all returned products and report findings to Quality Manager's attention.

Sanitation

- Bring any below-standard issues to the attention of the area manager and the Quality Assurance Supervisor.
- Perform sanitation checks and complete all records

Finished Product

- Conduct quality control inspections on every shipment for product release

HACCP

- Calibration check of scales used in production room and both QA stations before daily operations.
- Monitor and document employee health and cleanliness for those responsible for direct-food contact.
- Responsible for the implementation and execution of the SQF System processes and procedures and food safety related programs.
- Ensure all GMP's are followed and complete all records.

Qualifications

- 3+ years' experience in a food processing/packaging company, preferably with fresh and/or frozen food.
- Excellent verbal and written communication skills.
- Knowledge of manufacturing safety programs and quality assurance.
- Must be able to lift 25lbs without assistance

Education and Experience

- High School diploma preferably.



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Environment

- Dry environment, safety clothing provided and is required to be worn.

Disclaimer: This job questionnaire identifies the general duties and minimum level of skills required to perform this job. It is not intended to represent a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

I have read and understand my job description.

Associate:

Date: _____