

Position Title: Quality Assurance Technician
Reports to (Title): QA Supervisor

Job Summary (brief overview of position)

Under the general supervision of the Supervisor, Quality Assurance, the incumbent's primary responsibility is to insure that stringent quality standards are maintained consistently and that appropriate documentation of production specifications and samples are maintained. In addition, he/she oversees that all operations are performed with strict adherence to current Good Manufacturing Practices (GMPs) and applicable environmental and safety regulations.

Skill – Associate's or Bachelors degree in food science, Microbiology or related discipline with a minimum of 3 years progressive experience; experience in statistical sampling methods; experience with computer/software systems; minimum of 2 years exposure to "Quality Philosophy" in a food manufacturing or service field.

Skill. Proven organizational skills with the ability to prioritize tasks, the ability to work well with others and a great work ethic are essential; working knowledge of manufacturing processes and attention to detail are critical; pro-active attitude with excellent communication and decision making skills; ability to read, analyze, and interpret technical procedures.

Responsibility & Accountability

- Serves as a representative of the Company displaying courtesy, tact, with company employees, customers and with the public
- Responsible for product verification; performs regular quality assurance checks
- Responsible for ensuring quality problems are identified and resolved
- Responsible for the monitoring of manufacturing and packaging processes to assure GMP compliance and adherence to company SOP's
- Responsible for sampling and inspection of in-process and finished product during manufacturing and packaging operations
- Accountable for the collection of samples for in-process analytical testing, stability, and clinical testing
- Responsible for performing visual evaluation of retained samples
- As needed, assists the Manager and Supervisor, QA with mock recalls, special projects and investigations
- Responsible for implementing training procedures at the production line level to increase the level of quality control

Responsibility: Decision Making/Independence of Action

- In cooperation with other staff such as the line operators and process engineers, regularly works to resolve quality issues by reviewing standards and procedures of operation and performing audits
- Tests products and processes for quality
- Reviews defects in materials or processes
- Makes positive decisions concerning level of quality acceptance; to continue or stop the production process until modifications are made
- Investigates and resolves quality issues
- Ensures government regulations are met
- Communicates with staff, vendors, inspectors
- Prepares reports addressing quality performance
- Accountable for following proper lockout procedure prior to cleaning equipment

Responsibility: Supervision