



JOB DESCRIPTION

Position: Quality Assurance (QA) Technicians
Reports to: Director of Technical Services
Classification: Non-exempt

POSITION SUMMARY

To test product to ensure that it meets customer specifications, including weights of products, percentages of ingredients and label requirements.

ESSENTIAL JOB FUNCTIONS

- Report Good Manufacturing Practice (GMP) violations to supervisor on duty
- Follow GMP procedures and monitor employees and report violations of GMP policy
- Test products according to predetermined schedule
- Ensure that product labels are correct, and bags are good quality
- Examine product weights, bags, percentage of ingredients and overall quality of product
- Properly record of all testing completed on products
- Reports nonconformity with product to supervisor on duty
- Follow company safety guidelines and report violations of safety procedures
- Prepare and send samples of new products to customers as requested by the Director of Technical Services

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required
- Knowledge of allergen testing procedures, reporting procedures, and general safety of customer products
- Flexible with scheduling to cover coworkers so that there is always QA coverage

REQUIRED SKILLS AND ABILITIES:

- Team player
- Time management
- Communication
- Able and willing to work overtime as needed

ESSENTIAL PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift and / or move up to ten (10) pounds and may infrequently lift and / or move up to twenty-five (25) pounds. Specific vision abilities required of this job include close vision, distance vision, color vision and peripheral vision.





JOB DESCRIPTION

I have read the above job description and acknowledge receipt of the same. I understand that this job description is not all-inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements / duties.

Employee Signature

Date

Printed Name