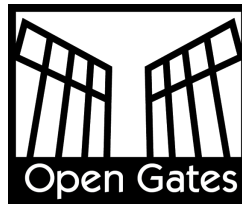


Job Title: Quality Technician
Date Issued: 1/31/17
FLSA Status: Non-exempt



Summary

The **Quality Technician** is responsible for monitoring and verifying quality standards. This position will conduct food safety, quality, and regulatory tests and checks on dairy products.

Duties and Responsibilities

- Performs lab tests on raw and finished goods to meet food safety, quality and regulatory standards.
- Conducts product sampling at various points through the supply chain.
- Conduct audits as required to assure adherence to individual and facility Good Manufacturing Practices (GMP's), standard operating and sanitation processes.
- Conduct plant checks to verify daily processes are running according to regulatory and company standards.
- Evaluates product temperatures throughout the production process.
- Troubleshoots quality issues with Production and Quality personnel.
- Reviews and verifies daily paperwork for completion and accuracy.
- Aides in plant training requirements and training frequencies.
- Keeps the Team Leadership informed of all quality results and issues.
- Responsible for maintaining Open Gates Safe Quality Food (SQF) program.
- Performs packaging evaluations to ensure conformity to standards.
- Write or update programs, processes, forms as needed.
- Other duties as requested.

Requirements

- High school diploma or equivalent is required. Associates or Bachelors Degree preferred.
- 3-5 years QA/QC background in a dairy/food lab or equivalent preferred.
- Computer experience required. Familiar with Google Suites Platform a plus
- Experience with SQF or any other GFSI certification platform preferred.
- Work in a team oriented and collaborative work environment.
- Strong written and verbal communication skills.
- Problem solving skills
- Knowledge of sanitation procedures and product quality parameters.
- Knowledge of basic math skills
- Must be able to work any shift as needed.

Competencies

<p>Job Knowledge</p> <ul style="list-style-type: none"> ● Competent in required job skills and knowledge ● Exhibits ability to learn and apply new skills ● Requires minimal supervision ● Displays understanding of how job relates to others ● Uses resources effectively 	<p>Business Ethics</p> <ul style="list-style-type: none"> ● Treats people with respect ● Keeps commitments ● Inspires the trust of others ● Works with integrity and ethically ● Upholds organizational values ● Follows policies and procedures
<p>Quality</p> <ul style="list-style-type: none"> ● Demonstrates accuracy and thoroughness ● Displays commitment to excellence ● Looks for ways to improve and promote quality ● Applies feedback to improve performance ● Monitors own work to ensure quality 	<p>Communications</p> <ul style="list-style-type: none"> ● Expresses ideas and thoughts verbally ● Expresses ideas and thoughts in written form ● Exhibits good listening and comprehension ● Selects and uses appropriate communication methods ● Presents numerical data effectively ● Edits words for spelling and grammar
<p>Dependability</p> <ul style="list-style-type: none"> ● Responds to requests for service and assistance ● Follows instructions, responds to management direction ● Takes responsibility for own actions ● Commits to doing the best job possible ● Keeps commitments ● Meets attendance and punctuality guidelines 	<p>Cooperation</p> <ul style="list-style-type: none"> ● Establishes and maintains effective relations ● Exhibits tact and consideration ● Displays positive outlook and pleasant manner ● Offers assistance and support to coworkers ● Works cooperatively in group situations ●
<p>Judgment</p> <ul style="list-style-type: none"> ● Takes independent actions and calculated risks ● Displays willingness to make decisions ● Makes timely decisions 	<p>Problem Solving</p> <ul style="list-style-type: none"> ● Gathers and analyzes information skillfully ● Resolves problems in early stages
<p>Planning & Organization</p> <ul style="list-style-type: none"> ● Uses time efficiently 	<p>Attendance & Punctuality</p> <ul style="list-style-type: none"> ● Schedules time off in advance ● Begins working on time ● Keeps absences within guidelines
<p>Safety & Security</p> <ul style="list-style-type: none"> ● Observes safety and security procedures ● Reports potentially unsafe conditions 	<p>Personal Appearance</p> <ul style="list-style-type: none"> ● Dresses appropriately for position ● Keeps self well-groomed