

Quality Control Technician Level II

The Quality Control Technician Level II will have a minimum of 4 years in food manufacturing.

Primary Objectives & Responsibilities:

Will be responsible for pre-operational microbial/environmental swabbing. Will plate, read and interpret results to determine the number of organisms in the sample. Incoming Materials- Will review daily component and raw material receiving reports ensure each raw material and components have specifications and develop specifications as necessary. Certificates of Analysis- Responsible for preparing paperwork for processing e.g., batch sheets, HACCP documentation, net weight program documentation etc. Reviews trends and summarizes all Q.C. records into Certificates of Analysis that may include microbial results, pH, viscosity, moisture, Brix, particle size etc. into COAs. Batch Records – must develop procedures and forms to perform daily production activities, such product yield calculation, fill weight requirement and calculation, and use Microsoft Excel and Access to monitor product information. Will assist in the development of quality control specifications for raw material and finished products that meet regulatory guidelines and Haliburton International Foods standards. Direct the tracking of defects, test results, Trending customer complaints and customer complaint resolution. Will establish testing requirements for each component or finished product, manage testing by outside testing laboratories, and validate testing methods. Initiate product retention/hold process for non conforming materials, work in process and finished product. Will organize and upkeep the finished goods and incoming material golden standard samples and reference books. Will monitor lab supplies and complete purchase requisitions. Equipment calibration program – use Microsoft Access database to monitor calibration status. Will be responsible for overseeing the Q.C. inspectors engaged in production monitoring and product testing activities. Assist in training of production personnel in auditing procedures. Implement and provide feedback on inspection and testing criteria or procedures. Participate in writing job descriptions and job tasks. Review and actualize standard operating procedures, quality assurance and quality control procedures as outlined in manuals vs. actual. Must be able to work weekends and evening hours as necessary. Must perform other tasks as assigned by the Technical Services Manager. Skills/Qualifications: Excellent work ethics.

The ideal candidate will Possess:

Food manufacturing laboratory experience and a degree in Microbiology, Food Science, Biology or Chemistry. Must know how to evaluate testing result statistically – using Excel Statistical Program to analyze test results, calculate average, standard deviation. Must know how to use testing equipment – pH meter, viscometer, colorimeter, conductivity meter, total solid analyze, Brix, salt percentage. Effective communication and interpersonal skills are required. Good Manufacturing Practices, Good Lab Practices, Excellent Documentation Skills, Reporting Skills, Analysis, Problem Solving, Process Improvement, Verbal Communication, Informing Others, Attention to Detail, Biohazard Safety. Good computer skills, must know how to use Microsoft Word, Excel, and Access Must be HACCP Certified. If you are a qualified candidate, please attach your resume when replying.”

Degree: B.S./B.A.

Major: Microbiology, Food Science, Biology or Chemistry