

Job Description

Quality Assurance Processing Technician Level 2

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Technician will measure products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, the QA Supervisor, QA Lead and/or other trained QA Technician will cover responsibilities for this position.

Primary Responsibilities

1. Assist in monitoring and assuring compliance with GMP, FSMA regulations including Food Safety Plans, Food Defense, HACCP, Allergen and SSOP Programs.
2. Serve as a trained qualified individual for preventive controls record verification.
3. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure (QA0218PR).
4. Maintain legible, accurate records for all monitoring and testing conducted.
5. Assist with facility audits for sanitation, maintenance, GMPs, food defense, and internal audits of the SQF system.
6. Entry of maintenance work orders in the Work Order Entry Database as needed.
7. Assist with annual allergen validation as assigned.
8. Perform record verification as required for Reichel or Hormel products as assigned.
9. Perform Document Review for all paperwork associated with the production of our products for Reichel and Hormel as designated.
10. Follow all plant and employee safety rules and wear PPE (Personal Protective Equipment) as required in different plant areas. (If goggles are needed employee will be responsible if lost \$14.00).
11. Recommend product, packaging, quality and employee safety improvements.
12. Data entry and trending to monitor quality trends.
13. Participate on Food Safety Team as designated.
14. Equipment calibration verification as assigned (gas analyzers, scales, thermometers, PAA sensor, autoclave).
15. Perform microbial testing – swabs and finished product – as assigned. Includes ingredient verification testing, air monitoring samples, operation of autoclave as needed and maintenance of testing equipment (cleaning, calibration verification, etc).
16. Maintain Environmental Monitoring Program records, data entry.
17. Attend all plant meetings, QA department meetings, and safety training (including chemical hygiene training).
18. Assist in training process for new QA technicians.
19. Assist in updating documents and distribution of SQF documents as needed.
20. Sales sample preparation and management of inventory accuracy in WoW.
21. Generate reports in the web console for production, QA HOLD inventory verification, investigation and follow-up.
22. Maintain retention samples and evaluation.
23. Manage QA supply and chemical inventory submitting PO requests when needed.
24. Use of other software and miscellaneous small equipment and devices for required tasks above.
25. Fill in for Level 1 QA Techs when needed.
26. Communication via email to third party labs and other departments as needed.

12/8/2023

27. May be requested to assist in audits and regulatory visits.
28. Weekly GMP Quiz generation for Operations and Sanitation. Monthly GMP Quiz generation for Hormel Operations.

Other Responsibilities

1. Work effectively with others both within and outside the department, and work as a team with others.
2. Vary work hours as needed (minimal variation). Schedule breaks around work load.
3. Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
4. Able and willing to do new or different tasks as required.
5. Take care of and properly maintain the equipment used in this position (as appropriate).

EQUIPMENT/MACHINERY USED

Scales, chemicals, seal test equipment, gas analyzer, pipettor, incubator, autoclave and other equipment needed to complete tasks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, chemical safety training, and completion of QA Tech Level 1 and Level 2 training checklist (QA0392FO and QA0583FO).

JOB REQUIREMENTS

English literacy, good written and oral communication skills, basic math skills (calculating averages and percent), good time management, and basic computer skills and familiarity with Microsoft Office programs.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is primarily performed in an indoor office setting with extended periods at a computer, sitting or standing. Physical effort is needed to move, lift and carry office equipment, or supplies; and occasional lifting of up to 35 lbs. may be required. May be required to work an occasional Saturday and/or Sunday.

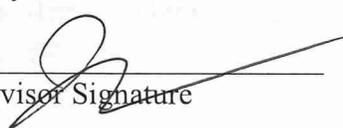
SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

Ayub Hassan
Employee Printed Name


Employee Signature

12-08-23
Date


Supervisor Signature