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Job Description

Quality Assurance Processing Technician-North Plant

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 and/or other trained QA Technician will cover responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. **Personal Protective Equipment Required (PPE):** ear plugs (optional), hairnet, Orange bump hat, white vinyl gloves during 30 minute checks and clean smock
2. Conduct USDA Pre-Operational and Operational inspections daily
3. Follow, monitor and assure compliance with GMP, Food Defense, HACCP, Allergen and SSOP Programs
4. Monitor production and measure finished product quality characteristics against requirements (customer, regulatory and Reichel Foods)
5. 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
6. Maintain legible, accurate records for all monitoring and testing conducted
7. Maintain and insure product traceability throughout the assembly of Hormel products
8. Conduct operational checks for weights and accuracy of labels
9. Verify that all tray and case labels are correct with the proper code date
10. Assist with facility audits for sanitation, maintenance, GMP's, Food Defense, and the SQF system
11. Perform record verification as required for Hormel products as assigned
12. Follow all plant and employee safety rules and wear PPE as required
13. Recommend product, packaging, quality and employee safety improvements
14. Data entry as assigned using Microsoft Access and Microsoft Excel
15. Equipment calibration verification as assigned (scales)
16. Attend all plant meetings, QA department meetings, and safety training (including Chemical Hygiene Training)
17. Assist with training of new QA Technicians as assigned

OTHER RESPONSIBILITIES

1. Work effectively with others both within and outside the department, and work as a team with others, through effective oral & written communications
2. Vary work hours as needed (minimal variation). May be required to stay until work is complete after shift. 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

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5. Take care of and properly maintain the equipment used in this position (as appropriate)
6. May participate on First Response Team and Safety Team

PHYSICAL ENVIRONMENT/WORKING CONDITIONS

This position requires work in a cold environment with temperatures ranging from 38 F to 42 F for a majority of required tasks. Some clerical work; a lot of walking and standing; and occasional lifting of up to 20 lbs. may be required. May be required to work an occasional Saturday and/or Sunday as needed.

EQUIPMENT/MACHINERY USED

Scales

TRAINING REQUIREMENTS

New Employees Orientation, on the job training and completion of QA Tech training checklist (QA0393FO).

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.

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.

H. Y. Lee
Employee Printed Name


Employee Signature

10/30/20
Date


Supervisor Signature