

JOB DESCRIPTION

Job Title: Quality Assurance Technician	Date: July 2009
Reports To: Quality Manager	FLSA Status Non-Exempt

SUMMARY/PURPOSE

The purpose of this position is to collect, analyze and report on data about product quality and process efficiencies. This position also works on quality-related projects with direction from the Quality Manager.

ESSENTIAL JOB FUNCTIONS

- Audit production and packaging processes to ensure compliance with product specifications.
- Provide assistance to the Quality Manager for projects related to research and development, production technology, and quality control.
- Assist with quality training of production personnel.
- Record and compile audit and test results, and prepare graphs, charts, and reports.
- Maintain SOPs for all active products, and work collaboratively with members of the production department to verify SOPs.
- Load and maintain the production data bases in the ERP system with manufacturing-related data, under the supervision of the Quality Manager.
- Ensure compliance with AIB Consolidated Standards throughout the manufacturing facility.
- Other related duties as assigned.

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REQUIRED SKILLS AND EXPERIENCE

Minimum requirements in terms of educational background work experience, licenses/certifications or other knowledge, skills and abilities.

Educational Background and Experience

1. Vocational training, AA degree degree required; bachelor's degree preferred.
2. Previous experience as quality technician in FDA-monitored facility preferred.
3. Completed coursework in quality-related AIB programs required.

Knowledge, Skills and Abilities

Strategic Skills

1. Functional and Technical Skills: Prior experience in bakery production helpful. Knowledge of basic statistical functions required.
2. Total Quality Management (TQM) training and experience helpful.
3. Working familiarity with MS Office Products required.

Personal and Interpersonal Skills

4. Excellent communications skills required, including active listening and effective speaking
5. Managing Diversity: Proven ability to work with a variety of people, based not only on legally-protected classifications but also differences in communication styles, learning styles and other differences
6. Motivating Others: Demonstrated skill in contributing to a motivating work environment
7. Ethics and Values: Demonstrated ability to maintain the highest ethical standards in the work environment
8. Integrity and Trust: Demonstrated skill in earning and keeping co-workers' trust

Operating Skills

9. Organizing: Demonstrated skill in organizing work, setting priorities and planning ahead required.

Energy and Drive

10. Perseverance: Demonstrated skill in working toward goals despite encountering obstacles.
11. Drive for Results: Focus on and commitment to achieving outcomes required.

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Job Demands and Conditions Analysis *Quality Assurance Technician*

O = Occasional, less than 1 time per week
S = Some, less than 1/3 of the time

F = Frequent, from 1/3 to 2/3rds of the time
C = Consistent, more than 2/3rds of the time
Blank = not required

PHYSICAL REQUIREMENTS	O	S	F	C	ENVIRONMENTAL REQUIREMENTS	O	S	F	C
Sitting		X			Works alone	X			
Standing				X	Works with others				X
Walking				X	Customers contact		X		
Lifting - up to 50 pounds		X			Shift work				
Carrying		X			Extended day			X	
Pushing/Pulling		X			Cold		X		
Bending at waist		X			Heat		X		
Twisting upper body		X			Temperature changes		X		
Climbing	X				Wet	X			
Balancing	X				Humid		X		
Kneeling		X			Noise		X		
Crouching	X				Confined area				
Repetitive Motions					High places				
Reaching		X			Work outdoors	X			
Working with hands				X	Work indoors				X
Working with fingers				X	Mechanical hazards	X			
Talking				X	Electrical hazards	X			
Hearing				X	Explosive materials				
Vision acuity - near			X		Fumes				
Vision acuity - far		X			Odors				
Depth perception	X				Dusts		X		
Field of vision	X				Mists				
Color vision	X				Gases				
Driving		X			Poor ventilation				
Other					Other				
EQUIPMENT OPERATION					EXPOSURE TO SUBSTANCES				
Driving cars/ light trucks					Work with solvents				
Computers				X	Work with acids, corrosives				
Telephones				X	Work with cleaning agents				X

** This description covers the primary purpose and principal duties of the job. It is not intended to give all details or a step-by-step account of the way each procedure or task is performed.*