

JOB DESCRIPTION

Title/Position: Cookie Plant Quality Technician

Department: Quality

Supervisor: Quality Assurance Manager

Pay Rate: Commensurate with experience

Hours/Shift: Full-Time: MON-FRI: 2:45pm-11pm

Approved: _____

JOB SUMMARY:

Responsible for overall food safety and quality of products & packaging.

ESSENTIAL FUNCTIONS:

- Conducts various quality checks on ingredients, finished product, and packaging as well as providing support to Operations to ensure high standards of quality and food safety are maintained.
- Has the authority to place any questionable product / packaging / ingredients on "Hold" status and communicate to Management.
- Reviews SPC & other data for compliance to customer specifications, able to complete COAs for all outgoing product, and reports any problems to Management.
- Provides assistance to packing floor to ensure overall quality remains high.
- Verifies production's checks and paperwork throughout the shift to maintain compliance to established policies and procedures.
- Ensures all checks and inspections are being performed with a high level of attention to detail and reports any deviations to Management
- Stays informed of what products are running/changeovers are occurring and ensures correct packaging materials, labels, and equipment are being used at all times.
- Verifies scales and calipers daily.
- Performs post-cleaning and pre-operational evaluations to ensure sanitary standards are met and allergens are removed (when applicable).
- Ensures that microbiological samples are pulled each production shift per established protocol and customer requirements.
- Performs microbiological testing including SPC, Coliform, Yeast and Mold.
- Able to maintain lab equipment and a clean lab work environment.
- Reviews and tracks daily micro results for compliance to specification.
- Assists with R&D projects as required
- Coaches all new and current employees on quality and food safety issues.
- Works closely with the shift Team Leader to ensure product quality and food safety standards are maintained at all times.
- Ability to quickly learn new things, work in stressful situations, and appropriately react to frequent production changes is critical.
- Other duties as assigned.

RESPONSIBILITIES:

- Adherence to the company attendance policy is required, which includes expectations of punctuality and limited unapproved absences.

ASSIGNMENT, REVIEW & APPROVAL OF WORK:

- Under the direction of the Cookie Quality Manager, activities are assigned and conducted according to company policies and procedures.

QUALIFICATIONS:

- High school diploma or equivalent.
- Knowledgeable with the following computer software: Microsoft Office, including Excel.
- Knowledge of HACCP, GMP, Bio-security and other food safety programs.
- Ability to read, analyze and follow directions.
- Must be able to speak, listen and openly communicate with team members and actively participate in team meetings.
- Ability to apply formulas and mathematical concepts and to use them in product development.
- Ability to define problems, collect data, establish facts and draw a valid conclusion.
- Lift up to 50 lbs. on an occasional basis
- Push or pull with up to 50 lbs. of force on an occasional basis
- Any lifting of over 50 lbs. requires a team lift
- Stoop, kneel, climb or squat on an occasional basis

- Must be able to work in a scissor lift at elevated heights occasionally
- Use hands to grip, pinch, handle, reach, or feel on a frequent basis
- Stand on a continuous basis and walk on a frequent basis
- Possess manual dexterity
- Able to perform repetitive tasks up to 12 hours per day
- Must be able to work assigned shift with minimal variation

If interested in this position, return app/resume to: Attn: John Davidson, Joy Cone Co., 3435 Lamor Road, Hermitage, PA 16148.