



**KAGOME FOODS INC.
JOB DESCRIPTION**

JOB TITLE: QUALITY LAB TECHNICIAN III

JOB IDENTIFICATION:

DEPARTMENT:	QUALITY CONTROL	DIVISION:	KFI
LOCATION:	OSCEOLA, AR	FLSA STAT:	NON EXEMPT
REPORTS TO:	Quality Lab Manager	HAY/SALARY GRADE:	8
PREPARED BY:	Netasha Lyons	DATE:	11/23/2015
APPROVED BY:	Lily Chiem	DATE:	11/30/2015
UPDATED BY:	Melody Corbitt	DATE:	10/30/2019
REVIEWED BY:	Nita Reams	DATE:	

JOB PURPOSE AND SUMMARY

The Quality Lab Technician III is responsible for the following:

- Monitor and document quality variables of the production lines through visual inspection, on-line measurements and analytical testing.
- Correctly identify process variation and out of specification conditions. Afterwards, advise appropriate personnel and document corrective/preventive actions in a timely manner.
- Accurately follow written policies and procedures for conducting product testing.
- Support compliance of all Food Safety and Quality Management System programs, policies and procedures.
- Assists in Special Projects as directed by Quality Lab Manager, Quality Systems Manager and/or Director of Quality Systems.
- Maintain retained finished product samples inventory.
- Verifies, monitors and document cooler and freezer temperatures.
- Conducts Environmental Monitoring swabbing for line start up.
- Performs other duties as assigned per Management.

DUTIES AND RESPONSIBILITIES

<u>ITEM</u>	<u>% OF TIME</u>	<u>JOB FUNCTIONS</u>
1.	80%	QC testing, visual code inspections, net weights, temperature checks, metal detector checks and finished product appearance. Interaction with production personnel.
2.	5%	Special Projects
3.	5%	Maintain Retained samples

Quality Control Technician III (CONTINUED)

4.	5%	Calibration of scales and thermometers
5.	5%	Perform other duties as assigned per Management
TOTAL	100%	

POSITION DIMENSIONS AND QUALIFICATIONS

Internal Contacts:

Director of Quality Systems, Quality Systems Manager, Quality Lab Manager, Quality Supervisor, Quality personnel, and Production personnel

External Contacts:

N/A

Education Level and Focus:

Minimum high school diploma

Years and Type of Related Experience Required:

Up to 1 year food processing quality control lab experience

SKILLS AND ABILITIES

Interpersonal and Communication:

Requires strong oral and written communication skills. Have the ability to work independently, convey technical applications to others and exercise good judgment.

Technical and Analytical:

Requires good organizational skills and the ability to perform required tests. Requires computer knowledge in order to input data and verification accuracy using MS Excel.

Administrative and Operations:

Must be reliable, punctual, and exercise good safety habits

Physical Demands:

Requires walking, standing, the ability to handle repetitive lifting and occasionally lifting up to 50 lbs, sitting, bending, and climbing up and down stairs

Work Environment:

Exposed to some chemical fumes, flammable liquids, extreme hot/cold and humid temperature, high noise levels, wet floors. First and/or second shift work is required.

Special Equipment Used:

Various laboratory equipment includes but is not limited to balance scales, metal detection cards, and thermometers.