



**KAGOME FOODS INC.  
JOB DESCRIPTION**

**JOB TITLE:** QA/QC Admin Assistant

**JOB IDENTIFICATION:**

DEPARTMENT:	Quality Assurance/Quality Control	DIVISION:	KFI
LOCATION:	Osceola, AR	FLSA STAT:	NON-EXEMPT
REPORTS TO:	Quality Manager	PAY/SALARY GRADE:	10
PREPARED BY:	Faliseona Brock	DATE:	01/19/2016
APPROVED BY:	Lily Chiem	DATE:	01/19/2016
UPDATED BY:	Dee Bell	DATE:	11/14/2017
REVIEWED BY:	Nita Reams	DATE:	12/11/2017

**JOB PURPOSE AND SUMMARY**

The QA/QC Admin Assistant is responsible for the following:

- Review all QC production run data folders.
- Complete FPQ and Food Safety Verification.
- File and organize the lab records, lab analyses sheets, charts, line check, micro analyses as necessary etc.,
- Provide backup for QC technicians, as needed
- Complete weekly internal GMP/Food Safety facility inspections.
- Support compliance of the Food Safety and Quality Management System programs, policies and procedures.
- Prepare PO request and ship applicable goods and/or materials.
- Assist in Special Projects as directed by the Quality Manager, Supervisor and/or Director.
- Maintain inventory stock
- Prepare daily cutting samples
- Assist in ensuring lab equipment calibration is up to date and coordinate shipping equipment out for service.
- Perform other duties as assigned per Management.

**DUTIES AND RESPONSIBILITIES**

<u>ITEM</u>	<u>% OF TIME</u>	<u>JOB FUNCTIONS</u>
1.	10%	Backup for QC technicians
2.	40%	Data Entry
3.	20%	Organizing and Filing Paperwork
4.	10%	Preparing daily cutting samples
5.	5%	Special projects
6.	15%	Other duties as assigned per Management
<b>TOTAL</b>	<b>100%</b>	

## Quality Control/Quality Assurance Assistant (CONTINUED)

### POSITION DIMENSIONS AND QUALIFICATIONS

*Internal Contacts:*

Quality Director, Manager, Supervisor and personnel, Production personnel

*External Contacts:*

N/A

*Education Level and Focus:*

Minimum of a high school diploma with some science and/or mathematics

*Years and Type of Related Experience Required:*

Minimum 4 years food processing quality control lab experience

### SKILLS AND ABILITIES

*Interpersonal and Communication:*

Requires good verbal and written communication skills.

*Technical and Analytical:*

Requires good organizational skills and the ability to perform required tests and procedures utilizing specialized equipment in a variety of analytical and microbiological equipment requires computer knowledge in order to input data and verification accuracy using MS Excel.

*Administrative and Operations:*

Must be reliable and punctual and exercise good safety habits

*Physical Demands:*

Requires walking, standing, sitting for extended lengths of time, the ability to handle occasionally lifting up to 40 lbs, bending, 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

*Special Equipment Used*

Usage of specialized laboratory equipment which includes but is not limited to Colorimeter, pH meters, Refractometers, autoclave, CEM oven, Titrator, and Electronic pipettor and other equipment as required.