



Headquarters:  
Kagome Inc.  
333 Johnson Road  
Los Banos, CA 93635  
Tel: 209.826.8850 Fax: 209.826.8858

**Job Title: Quality Assurance Analyst**

**Job Identification:**

<b>DEPARTMENT:</b>	Quality Assurance	<b>DIVISION:</b>	KFI
<b>LOCATION:</b>	Osceola, AR	<b>PAY/SALARY GRADE:</b>	10
<b>REPORTS TO:</b>	Quality Manager		
<b>PREPARED BY:</b>	Netasha Lyons	<b>DATE:</b>	11/23/2015
<b>APPROVED BY:</b>	Lily Chiem	<b>DATE:</b>	
<b>UPDATED BY:</b>	Dee Bell	<b>DATE:</b>	11/15/2017

**Job Purpose and Summary:**

The Quality Assurance Analyst is responsible for the following:

1. Maintain accuracy and organization of QC/QA electronic and hard copy files including summarizing and distributing data to appropriate departments as necessary.
2. Track the review and approval of controlled documents during the review process.
3. Organize data collected and provide monthly reports for Customer Complaints and Cost of Non-Conformance.
4. Maintain the accuracy of QA Holds for finished goods and ingredient/materials utilizing the Hold Database. Assure proper supporting documentation is completed and filed.
5. Conduct allergen swab verification per the Food Allergen and Food Sensitivity program.
6. Administer samples for organoleptic analysis for sensory panel selection. In the event out of specification organoleptic analysis was observed on product-organize the sensory panel, assembling the sensory panelist and report findings to management. Administer samples for organoleptic analysis for sensory panel selection.
7. Keeping a log of corrective actions taken on any deficiencies or observations, issuing a weekly and monthly report of all pest activity in the facility.
8. Support the Quality Lab, as needed
9. Provide export documents and COA for finished product and support the release of ingredients in the absence of the QA Technician,
10. Support the update of QA procedures and programs as needed,

11. Support GMP inspection program as needed,
12. Support the review, understanding and compliance of all programs, policies and procedures contained in the Food Safety and Quality Management System,
13. Perform other duties as assigned per Management.

### Duties and Responsibilities

Item	% of Time	Job Function
1	40	Prints, copies and distributes the following information on a daily, monthly and annual basis: <ul style="list-style-type: none"> <li>• Data summaries for customer quality reports</li> <li>• Customer Complaint reports</li> <li>• Cost of Nonconformity data and report,</li> <li>• Hold and Release information</li> </ul>
2	40	Update and maintain data in the QA Hold database. Support sensory program. Support updates of QA/QC programs and procedures. Analyze QC data for improvement opportunities.
3	15	Track approval of controlled documents. Support laboratory staffing when needed. Support GMP inspections when needed.
4	5	Perform other duties as assigned per Management
<b>Total</b>	<b>100</b>	

### Position Dimensions and Qualifications

- Internal Contacts:** Direct contact with all Quality personnel. Frequent contact with Production, Warehouse, and Purchasing departments. Occasional interaction with Consumer Insights & Innovations.
- External Contact:** Occasional contact with external customers.
- Education Level and Focus:** 2 or 4 year college degree within a scientific background required. Must have good math skills.
- Skills and Abilities:** Must have good oral and written skills in English. Must have reasonable computer skills in MS Office suite.
- Technical and Analytical:** Must have excellent organizational and computer skills. Requires considerable attention to detail. Must have ability to learn and understand statistical software and database systems in MS Access.

**Administrative and Operations:**

**Absence and tardiness must be within company guidelines. Must be reliable and punctual with reports and presentations. Possess good safety habits.**

**Physical Demands:**

**Mostly desk work, but includes a mix of office and laboratory filing work.**

**Work Environment:**

**Will mostly work in an office environment. Some exposure in the Laboratory to chemical fumes.**