



Job Description

Job Title: Quality Assurance Technician
Department: QA Department
Reports To: Quality Assurance Supervisor and Manager
Company: Trans-Ocean Products
350 W Orchard Dr
Bellingham, WA 98225
FLSA Status: Non-exempt
Approved By: QA Manager
Approved Date: 1-22-2010

Contact to apply: Express Personnel Services
4152 Meridian Ste 201
B-ham, WA 98226
Contact person: Ginger Claus

Summary:

Measures, monitors and documents numerous control points and critical control points through the production process to ensure compliance with process limits, product specifications and food safety standards. Conducts raw material, finished product and sanitation inspection as part of the food safety and quality program.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Conduct quality control, HACCP and SSOP monitoring on the production line and throughout the factory on a routine basis in accordance with the company's food safety and quality programs.
- Document monitoring on quality control and HACCP records and report deviations to production and quality assurance supervisors.
- Identify, segregate and place on hold con-conforming product and follow up with documentation of corrective actions
- Conduct pre-start sanitation inspections of processing equipment. Document and report unsatisfactory conditions to supervisors.
- Conduct laboratory tests of various physical, chemical and microbiological characteristics of products and packaging materials.
- Maintain laboratory in clean, orderly, organized condition.

Supervisory Responsibilities :

None

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Degree in life science or related field or one to two years related experience and or equivalent combination of education and experience. QC and production experience in food manufacturing.

Computer Skills:

Proficient with MS office programs, excel, word, outlook.

Language Skills:

Strong interpersonal, written and verbal communication skills. Ability to interpret written technical instructions in graphic and mathematical forms.

Mathematical Skills:

Strong math skills and adept with fractions, percentages, ratios, proportions time and temperatures measurement and metric conversions.

Reasoning Ability:

Strong problem solving and analytical skills. Ability to define problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses, Registrations:

N/A

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to use a computer keyboard and talk and hear to answer phone inquiries. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.