

## Repack Product Quality Analyst Position Description

POSITION DATA					
<b>JOB TITLE:</b>	Repack Product Quality Analyst	<b>JOB CODE:</b>	21RPQA	<b>LOCATION:</b>	Brockport
<b>DEPARTMENT:</b>	Quality Assurance	<b>REPORTS TO:</b>	Quality Systems Group Leader	<b>FLSA STATUS:</b>	Non-Exempt
JOB SUMMARY					
<p>Completes grade/audit of all product lines running at intervals not to exceed 30 minutes unless authorized by Quality Assurance Supervisor. Performs routine monitoring of package weights, and documents findings electronically using the appropriate system/software. Consults the daily production schedule to ensure accurate production.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Complete accurate documentation in a timely fashion, of all grade/audit checks.</li> <li>▪ Makes immediate notification to Quality Group leader of product lines that may not meet quality specifications.</li> <li>▪ Collects microbiological samples.</li> <li>▪ Review of all primary and secondary packaging.</li> <li>▪ Package and case weight auditing.</li> <li>▪ Daily Calibration of Scales.</li> <li>▪ Ensures that all production lines have had an accurate, timely and documented metal detection analysis.</li> <li>▪ Review all package seals to ensure integrity of the product.</li> <li>▪ Communicates to Production Shift Supervisor or Quality Group Leader as to when product must be held, or when further lot weight verification is required.</li> <li>▪ Coach and provide support to machine operators to ensure they are meeting package weight and mix requirements.</li> <li>▪ Verification of package coding and seal integrity.</li> <li>▪ Performs preoperational sanitation verification.</li> <li>▪ Completes package and case weight auditing as necessary.</li> <li>▪ Completes Package Code Verification.</li> <li>▪ Help to produce the highest quality of finished product</li> <li>▪ Adhere to all company Good Manufacturing Practices (GMP's)</li> <li>▪ Demonstrate a personal commitment to safety</li> <li>▪ <b>Report any food safety, health &amp; safety, quality concerns to your immediate supervisor, (MANDATORY)</b></li> <li>▪ Completion of all other tasks as assigned by the Q.S. Group Leader.</li> </ul>					

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QUALIFICATIONS			
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>▪ Cooperative, responsible attitude towards all personnel and equipment within the facility.</li> <li>▪ Ability to work effectively in a team environment</li> <li>▪ Ability to effectively communicate with others</li> <li>▪ Excellent Attention to detail.</li> <li>▪ Basic understanding of statistical weight analysis to include; maximum allowable variance, average, mean, median,, etc.</li> <li>▪ Ability to learn and utilize computerized quality systems programs and software.</li> <li>▪ Must possess the ability to record data legibly and accurately.</li> </ul>		
<b>PHYSICAL DEMANDS</b>	<p>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.</p> <ul style="list-style-type: none"> <li>▪ Frequent lifting/carrying up to 10lbs. Occasionally up to 40lbs</li> <li>▪ Occasional pushing/pulling up to 20lbs.</li> <li>▪ Occasional bending, squatting, twisting, climbing, dexterity, reaching, sitting, typing</li> <li>▪ Frequent standing, walking</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Light</p>		
<b>WORK ENVIRONMENT</b>	<p>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 the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>		
<b>EXPERIENCE</b>	No experience required		
<b>EDUCATION</b>	High School Diploma or Equivalent		
APPROVALS			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>		<b>DATE:</b>	

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*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*