	Quality Control Inspector	Issued Date 05/11/2018	Page 1 of 4
	FO-63-00-2.1.2.8.	Supersedes Date 04/23/2014	Version No. 2

Job Title:

Quality Control Inspector Level I

Classification: non-exempt full time

Reporting to: Quality Assurance Supervisor

A. PURPOSE

Under supervision a Q.C. Line Inspector Level I performs a full range of assignments within the Quality Assurance/Quality Control Department. In correlation with the Quality Assurance Manager and Supervisor a QC Line Inspector enforces, overviews, reviews and maintains the overall SQF System.

B. DUTIES

General Overall Duties (1-8 listed below)

Some of the duties of this position are those described below. This job description does not state or imply that the duties listed are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management.


1. Follows and enforces employee's safety procedures
2. Report any unsafe conditions to immediate supervisor or manager
3. Follow, Monitor, and Enforce all food safety procedures
4. Follows and enforces SQF requirements (Facilities, Equipment, SSOP, SOP, GMP's, and ETC)
5. Follows and enforces USDA & FDA guidelines and regulations.
6. Follow Company Policies, Regulations, and Lunch & Break Policies
7. USDA/FDA
 - Candidates must have a basic understanding of FDA, FSIS-USDA regulations and/or experience in the food safety/quality field
 - With the direction of the QC Supervisor keeps up to date on all relevant changes that might directly or indirectly affect the company and/or individual food products.

Position Area Duties (1-17 listed below)

- 1) Daily Sensory Evaluation
 - Coordinate daily sensory evaluation and records
- 2) Ability to inspect processing lines, identify non-conformities and initiate corrective actions
- 3) Ability to write, read and express a messages in a clear and fluent manner
- 4) Communicate to relevant personnel all information essential to ensure the effective implementation and maintenance of the SQF System.
- 5) Has an understanding of the SQF Code level III and the requirements to implement.
- 6) Support Production in the application of the SQF requirements by the employees
- 7) Work with the philosophy of continuous improvement
- 8) Flexible hours and able to be contacted via the company's phone.
- 9) Values attendance and punctuality

Specific Skills and Abilities Required

- 1) Experience of HACCP documentation and GMP's required for employee practices in a USDA Establishment.
- 2) Basic skills with Microsoft Word, Excel and electronic communication tools
- 3) Ability to analyze and make decisions

	Quality Control Inspector	Issued Date 05/11/2018	Page 2 of 4
	FO-63-00-2.1.2.8.	Supersedes Date 04/23/2014	Version No. 2

- 4) Energetic, Committed, Flexible and have the ability to work in a team environment
- 5) Good verbal and written communication skills
- 6) Strong knowledge of company employee policies
- 7) Good work ethics

C. EDUCATION/EXPERIENCE

1. Basic Knowledge of Food Safety/Quality
2. Minimum 2-year experience on the field (Food Industry)

D. REPORTING STRUCTURE

- This position reports direct to the QC Supervisor with dotted lines to the QA manager and the Director of Quality Assurance
- Directly Supervises: None
- Indirectly Supervises: All employees for GMP's practices and proper implementation of the SQF Code

E. **Physical Requirements (All requirements are subject to possible modification to reasonably accommodate individuals with a disability.)**

- Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
- Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- Stooping:** Bending body downward and forward bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
- Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- Crouching:** Bending the body downward and forward by bending leg and spine.
- Crawling:** Moving about on hands and knees or hands and feet.
- Reaching:** Extending hand(s) and arm(s) in any direction.
- Standing:** Particularly for sustained periods of time.
- Walking:** Moving about on foot to accomplish tasks, particularly for long distances.
- Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling:** Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.



Quality Control Inspector

Issued Date
05/11/2018

Page
3 of 4

FO-63-00-2.1.2.8.

Supersedes Date
04/23/2014

Version No.
2


- Finger Dexterity:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole arm as in handling.
- Grasping:** Applying pressure to an object with the fingers and palm.
- Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking:** Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.
- Hearing:** Noisy environment.
- Vision:** Close work.
- Repetitive motions:** Substantial movements (motions) of the wrists, hands and/or fingers.

1. **Degree of physical exertion required for the position. (Check ONE.)**

- Sedentary Work:** Exerting up to 10 lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Light Work:** Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Medium Work:** Exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects
- Heavy Work:** Exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects
- Very Heavy Work:** Heavy Work: Exerting in excess of 100 lbs. of force occasionally and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects

3.) **Environmental conditions the employee will be subject to in this position. (Check ALL that apply.)**

- Inside environmental conditions:** Protection from weather conditions, but not necessarily from temperature changes.
- Outside environmental conditions:** No effective protection from weather.
- Both environmental conditions:** Activities occur inside and outside.
- Extreme cold:** Temperatures below 32 degrees for periods of more than one hour.
- Extreme heat:** Temperatures above 100 degrees for periods of more than one hour.
- Noise:** There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

	Quality Control Inspector	Issued Date 05/11/2018	Page 4 of 4
	FO-63-00-2.1.2.8.	Supersedes Date 04/23/2014	Version No. 2

- Vibration:** Exposure to oscillating movements of the extremities or the whole body.
- Hazard:** Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- Atmospheric conditions:** One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.
- Oils:** There is air and/or skin exposure to oils and other cutting fluids.
- Humidity:** Exposure to humid conditions ranging from 70 to 92 percents.
- Respirator:** Use is required.
- None:** No substantial exposure to adverse environmental conditions (such as in typical office or administrative work).

Employee Signature

Date

VP of Quality Assurance

Date

Human Resources

Date
