	Title: QC TECHNICIAN JOB DESCRIPTION	
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Job Title: QC Technician

SUMMARY

Under the direction of the Quality Assurance Supervisor, this person is responsible for conducting the Quality Control testing that ensures production specifications are achieved. Skills will be acquired through on the job training, review of SOPs, and working through daily responsibilities and challenges.


ESSENTIAL FUNCTIONS:

This is a representative sample -- not to imply a complete listing of all responsibilities and tasks.

- Follow all safety standards.
- Complete knowledge and understanding of FG specifications and insure adherence.
- Complete knowledge and understanding of the product grading inspection aids and laboratory equipment.
- Accurately perform production inspection according to grading procedures.
- Perform Brix, pH, Titratable Acidity, Piece Counts, Drain Weights, Damage, HEM, Bostwick, Color, Temperature, Organoleptic and other tests mandated by the QC grading procedures, as assigned by the supervisor.
- Maintain accurate, legible inspection data on the QC grading forms. Complete all forms according to procedures. Washes and prepares laboratory equipment.
- Segregate any product that does not meet specification.
- Report any deviations from specification to the QA Supervisor in a timely manner.
- Report any deviations from specification to the Industrial cook and the Production Supervisor in a timely manner.
- Release of product line prior to run.
- Organize and direct the usage of reworks and add back to the system.
- Keep grading station in an organized and sanitary condition.
- Knowledge and understanding of Good Manufacturing Practices (GMPs) and ensure adherence, notify Supervisor as needed.
- Follow directions provided by the QA Supervisor and QA Manager.
- Collect microbiological samples of the finished product as indicated.
- Assign hold number for products placed on hold. Complete Hold forms and create hold labels and placards. Ensure the QC hold placards and tape are in place.
- Prepare samples of raw materials and Finished Product requested by customers/sales/corporate.
- Enter daily QC data into electronic files (only when instructed).
- File QC records.
- Other duties as assigned.

INDUSTRIAL AND FOOD SAFETY

- Follow proper Lock Out/Tag Out (LOTO) procedures/standards.
- Follow all HAZCOM and Chemical Safety procedures/standards.
- Follow all Good Manufacturing Practice procedures/standards.
- Follow all Hazard Analysis Critical Control Point procedures/standards.

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- Wear required and appropriate Personal Protective Equipment at all times.
- Identify and address all unsafe conditions and unsafe acts (report to Supervisor on shift).
- Follow all other applicable safety rules and regulations.

QUALIFICATION REQUIREMENTS

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.

KNOWLEDGE OF


- Principles and practices of food manufacturing, including: food safety, quality, manufacturing concepts.
- Principles and practices of effective business communication; basic report writing methods and techniques; correct English usage, including spelling, grammar and punctuation.
- Knowledge of food safety and food quality standards (regulatory and customer).
- Working knowledge of basic chemistry (pH, moisture, acidity, Brix).

ABILITY TO

- Read, write, and speak and understand in English, in order to interpret documents such as specifications, safety rules, operating and maintenance instructions, reports, business correspondence, regulatory and procedure manuals.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to record numbers on required paperwork.
- Communicate clearly and effectively with co-workers and supervisors. Work independently with little or no supervision and be a team player.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Meet behaviors established in Tree Top's performance management and development process.
- Effectively organize, set priorities, schedule assigned work; oversee multiple and rapidly changing priorities.
- Pay attention to detail.
- Effectively execute tasks.
- Ability to use a computer and Microsoft Office programs.
- Maintain confidential and sensitive information.
- Must be able to work flexible hours.
- Communicate effectively.

EDUCATION and/or EXPERIENCE

- High school diploma or general education degree (GED); and six months to one-year position-related experience and/or training; or equivalent combination of education and experience.

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- Have some college or technical school education, one to twelve months position-related experience and one to three years training; or equivalent combination of education and experience.
- Training and certification in PCQI, HACCP, SQF and/or Better Processing (Acidified Foods) is preferred.
- Prior experience with recordkeeping and documentation systems is preferred.

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. Required physical demands are as follows:

- Frequent hand, finger and wrist movement to handle or feel objects, tools or controls.
- Reaching with hands and arms. Use of hands is required when banding a pallet of drums together, placing film stretch on product, when writing out and placing a pallet tag on the pallets and transferring of food ingredients to plastic pallets for staging.
- Requires standing (80%) and walking (10%).
- The employee frequently is required to talk, listen/use hearing, stand, walk, stoop, kneel or crouch, and/or use repetitive hand motions.
- The employee is occasionally required to climb or balance.
- Constantly lift up to 10 pounds, may frequently lift up to 20 pounds, and occasionally lifts up to 50 pounds
May be required to move or lift drums weighing 340 to 600 pounds, with assistance.

WORKING CONDITIONS


The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Constantly work under tight time constraints or with business activities of a seasonal/cyclical nature.
- Occasionally work mandatory overtime.
- May occasionally have exposures to extreme wet and/or humid conditions, heat/cold temperatures, and loud machine/equipment noise and outside extreme weather conditions (heat, cold, wind, etc.).
- The employee is occasionally exposed to vibration, toxic or caustic chemicals, and fumes or airborne particles.

PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Required during production duties:

- | | |
|-----------------------------------|----------------------|
| • Bump Cap | • Hair Net |
| • Beard Net (if applicable) | • Hearing Protection |
| • Eye protection | • Smocks |
| • Reflective Vest (If applicable) | • Non-Slip shoes |

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NOTICE

The above job profile does not include all essential and nonessential duties of this job. Other job duties may be assigned as needed. All employees with disabilities are encouraged to contact the Human Resources Department to review and discuss the essential and nonessential functions of the job. The employee with a disability can evaluate the job in greater detail to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

DISCLAIMER

Job profiles are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions or similar behaviors, attributes or requirements associated with a job. A job profile is not a comprehensive job description. It is intended for the sole purpose of acquainting a person who is unfamiliar with such position with a brief overview of the position's general direction and scope. This position profile is company confidential, is intended for internal use only and may not be copied or reproduced by anyone for any purpose without written permission from the Vice President of Human Resources.

Tree Top is an EEO/Affirmative Action employer, and all qualified applicants will receive consideration for employment without regard to race, sex, national origin, disability, veteran status, or any other status in accordance with law.

1.0 DOCUMENT REVISION HISTORY

Rev. No.	Revision Date	Name	Description of revision
1.0	10/15/2019	Mariana Cope	Documentation creation
1.1	10/17/2019	Fred Tabacchi	Corrected formatting
2.0	10/16/2020	Fred Tabacchi	Annual Review; no changes