



Job Title: Quality Assurance (QA) Technician
Reports to: Quality Manager
Worker Category: Full-Time, Non-Exempt
Schedule: Monday – Friday (3:30 PM – 12:00 AM) Occasional Weekend Work and Overtime Required

Job Summary:

The QA Technician will assist the Quality Manager in maintaining food safety & quality checks on raw materials and finished goods, microbiology plating, sensory testing, batch approval, regulatory paperwork, and good manufacturing practices (GMP).

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Perform food safety & quality analysis including dilutions, plating, & interpretation of results
- Ensure compliance to GMP, HACCP, food safety, & quality SOPs & standards throughout the facility
- Raw material batch & finished product testing to ensure food safety & quality specifications are met
- Inspect raw materials including packaging for integrity & traceability
- Maintain traceability for holds, work in progress, & palletized finished goods
- Perform checks before, during, & after production including cleanliness for general sanitation & allergens
- Support the environmental monitoring program & 3rd party testing needs
- Maintain records & documentation following internationally recognized guidelines
- Support internal audits for food safety, quality, OSHA/safety, & chemical compliance
- Maintain QA lab inventory & upkeep including calibrations
- Flexibility to assist on the floor during production runs
- Assist in the promotion of a strong & positive food safety culture
- Stewardship for our B-corp mission to promote worldwide health and wellness by fostering the delivery of high quality, healthy foods through sustainable methods.

Required Skills/Abilities:

- Understanding of FDA & GFSI food manufacturing standards
- Working knowledge of all current OSHA and safety standards
- Attention to detail & effective communication
- Must work well in teams and demonstrate behavior conducive to promoting strong teamwork
- Must possess a positive attitude in a fast-paced & changing production environment
- Must be punctual, on site and ready for work at scheduled hours

Education and Experience:

- High School degree or equivalent
- 1-3 years of experience in Quality Assurance in a Production environment required

Reviewed & Approved By:
Approval Date:



- Previous experience in food manufacturing preferred

Physical Requirements:

- Ability to stand and walk for 8-hour shifts
- Perform repetitive or continue behavior including lifting 20-30 pounds
- Occasionally lift up to 50 pounds at times
- Frequent bending, crouching, or twisting
- Work in various adverse conditions such as tight or enclosed spaces, heights, and temperature extremes to complete work assignments
- Ability to work in fast-paced production environment

Application:

To apply, please email this signed document and your resume to Sana Hadley, Director of Food Safety and Quality Assurance, at shadley@sinnovatek.com.

I acknowledge that I have read and understand the above job description in its entirety and can perform the stated requirements. I also understand that responsibilities included may not be a comprehensive list and that other duties may be assigned.

Employee Signature

Date

Reviewed & Approved By:
Approval Date: