

Quality Technician

Classification – Non-Exempt

Management or Non-Management - Non-Management

Reports to – Food Safety/Quality Manager

Date – 03/11/2026

Job Description

Summary/Objective

The primary responsibility of a **Quality Technician** is to assist Quality personnel in various tasks to ensure regulatory requirements, certifying body requirements, and customer requirements are met.

Essential Functions

1. Perform calibration verification activities for various pieces of equipment, including scales, temperature probes/thermometers, etc.
2. Perform titrations of cleaning solutions used in Production.
3. Verify weights and lot numbers of ingredients being blended in Production.
4. Assist Laboratory personnel with preparation of media, daily calibration verifications, and cleaning.
5. Scanning of completed documents.
6. Filing physical and electronic copies of Production and Laboratory Documents.
7. Assist with other Quality tasks as needed.
8. Assist with other Production and Inventory tasks as needed.
9. Follow all applicable instructions relative to food safety and FSSC 22000 certification; including Hygiene and Employee GMP's.

Competencies

1. Can apply mathematical/scientific reasoning
2. Organizational Skills
3. Problem Solving/Analytical Mindset
4. Time Management; able to manage fast pace/heavy workload
5. Ability to work with minimal supervision

Supervisory Responsibility

There are no supervisory responsibilities delegated to this role.

Work Environment

While performing the duties of this job, the employee is exposed to non-hazardous chemicals on a regular basis.

Physical Demands

This is a position that often requires standing for long periods of time. Some tasks can be performed from a seated position. The use of fingers, hands, arms is required. The ability to see and hear is also required. The occasional lifting of 50 pounds may be required. The ability to bend at the waist, or crouch on occasion may also be needed.

Position Type/Expected Hours of Work

This is a full time/1st shift position with variable start times. Some overtime may be expected during peak periods, including some hours over weekends.

Travel

Minimal travel for this position may be required, on occasion.

Required Education and Experience

1. High School Diploma or equivalent is required.
2. Previous experience in a Quality or Food Safety setting is preferred.
3. Working knowledge of what HACCP is and how to apply it is preferred.
4. Must have a valid driver's license.