



## BUTTER BUDS INC.

### Quality Assurance Associate

3.1.3.5 6/9/2020 R-2

**Department:** Quality Assurance

**FLSA Status:** Non-exempt

**Grade/Level:** TBD

**Work Schedule:** 8am to 4pm

**Job Status:** Full Time

**Reports To:** Director of Quality Assurance

**Amount of Travel Required:** Minimal

**Positions Supervised:** 0

#### POSITION SUMMARY

The Quality Assurance Associate works under the guidance of the Director of Quality Assurance in completing customer surveys and documentation, as well as performing laboratory functions consisting of the collection, sampling and testing of products using aseptic techniques; assurance on maintaining process control and product safety. This position operates within FDA, FSMA and Global Food Safety Initiative (GFSI) requirements defining food safety standards for the safe production of food in the plant and offices i.e. within the standards of defined risk levels by area. [This position may be called upon to cover for key personnel during absences according to the 2.1.2.8 Operational Coverage document found in the SQF Manual.](#)

#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to satisfactorily perform each essential function. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

##### Essential Functions Statement(s)

###### Overall Functions

1. Cross train in all QA functions in order to provide coverage of QA positions in the event of absences.
2. Perform QA functions as needed, including FSMA and SQF related tasks and assisting with lab testing.
3. Perform regularly scheduled audits of facility, documenting any GMP violations and safety issues (product and personnel) and appropriately communicating the findings in a timely manner.
4. Research scientific and regulatory material to aid in answering customer questions, sustaining the departmental knowledge base and troubleshooting issues.
5. Entering of finished product COA information and the releasing of finished products in Adage.
6. Generate specialty COAs to comply with customer requests and EU Certification for international shipments.
7. Participate on teams within the organization related to safety, sustainability, efficiency/productivity, Six Sigma, 5-S, organic suitability, sanitation/environmental, organoleptic, etc.

###### Laboratory and Materials Functions

1. Maintain and update raw material, finished product and certifications in cloud-based software.
2. Receive raw materials, including entering and releasing the ingredients in Adage after checking for adherence to specifications and certifications (such as Kosher, Halal, EU status, Organic, RSPO, etc.).
3. Collect and sample raw material(s) and/or send to an outside laboratory for additional sampling.
4. Test for titratable acidity, moisture, fat, salt, pH, sodium, bulk density, organoleptic, etc. on wet and dry blended products throughout the day. Provide packing approval to operators based upon test results.
5. Visually inspect finished product samples and prepare samples to be sent out for microbiological analysis.
6. Label and log all retained samples.



**Customer Response Functions**

1. Assist in receiving requests for information from the “Customer Information Requests” email.
2. Complete and compile all documents requested.
3. Route completed requests to customers/distributors.
4. Maintain the current standard of a five (5) business day “turn-around” on all requests.
5. Issue reports regarding customer requests for management.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Commitment – Ability to work within company’s policies of customer satisfaction and teamwork within a collaborative environment.
- Ability to be flexible to changing priorities and to work on multiple tasks.
- Comprehensive reading skills in the English language.

**SKILLS & ABILITIES**

**Education:** Associates degree in Food Science or related field, or equivalent experience.

**Experience:** 2 years general lab experience, QA systems and/or documentation experience.

**Computer Skills:** Basic computer skills required.

**PHYSICAL DEMANDS**

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	O (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Frequently)
Sit	F (Frequently)	21-50 lbs	N (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Occasionally)
Reach Outward	O (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Frequently)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Frequently)	41-100 lbs	O (Occasionally)

**Legend**

- N (Not Applicable)** Activity is not applicable to this occupation
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

**Other Physical Requirements**

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (20db minimum)
- Sense of Touch
- Sense of smell
- Sense of Taste

**WORK ENVIRONMENT**

This position is primarily carried out in office and laboratory environments.



Prepared by: Human Resources Manager

Date: 2020

Department Head Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.