

	<b>Job Description</b>	QC Technician
-----------------------------------------------------------------------------------	------------------------	---------------

## Technician, Quality Control

### Job Description

- Perform incoming inspection of raw materials and ensure appropriate documentation is complete.
- Conduct in-process and finished product inspection as required.
- Monitor and review incoming paperwork to ensure accuracy of information including but not limited to: supplier name, lot number, origin, and Quantity.
- Perform verification of product. Ensure the quantity and quality of material received meets standards required.
- Conduct relevant physical, chemical and organoleptic testing on ingredients, raw materials, and finished product.
- Manage sample collection per production run. Collect samples at various stages of production.
- Evaluate finished product to ensure conformance to standards.
- Conduct routine inspection of the processing, packaging and warehouse areas to ensure compliance to GMP, Food Safety, and relevant government regulations.
- Report process deviations and product failures and assist in the investigation and generation of solution to the problem.
- Assist in addressing quality concerns with production employees.
- Maintain QA records in safe, secure and orderly manner.
- Perform tasks assigned by QA Director in relation to product research, process capability studies, product audit and system audit.
- Attend training to enhance or develop new knowledge and skills.

### Qualifications

- A related diploma or degree preferably in Food Science with at least 6 months experience.

	<h2>Job Description</h2>	<h2>QC Technician</h2>
-----------------------------------------------------------------------------------	--------------------------	------------------------

## Technician, Quality Control

### Purpose:

- Ensure the quality and the safety of food products by monitoring the processing conditions, products characteristics, product performances and satisfying the customers.
- Ensure conformance with government regulations.
- Monitor that Good Manufacturing Practices (GMPs) are being followed at all times by staff
- Monitor unexpected behavior of temporary employees as per food security program and procedure.

### Responsibilities:

- Start-up: Calibrate Minolta, salt meter and ATP meter.
- Start-up: Perform ATP checks.
- Start-up and every changeover- visual Pre-operation inspection of Sanitation to ensure the all food contact surfaces are ok to use for next product.
- CCP Monitoring: Conduct hourly Quality Control line checks (all PB and Snack Nuts lines), weight checks, hourly metal detectors verification.
- Collect retain samples for each production run.
- Verify product label, lot coding, Best Before coding, Item and UPC, allergen label accuracy as per the Product coding and Shelf life Master list.
- Conduct in-process and finished product inspection as required.
- Monitor and review operator check sheets to ensure accuracy of information including but not limited to: supplier name, lot number, origin, and Quantity.
- Perform verification of production. Ensure the quantity produced written on operator sheet is correct. Sign off on production sheet to indicate approval.
- Verify fryers and roasters operations (that is ensure frying temp. as per the giving guide instruction of each and individual item and country of origin).
- Verify accuracy of mixing formulations and adequacy of materials used in mixing.
- Verify the Country of origin as declare on the films, SUP's and printed labels.
- Conduct routine inspection of the nut processing and packaging areas to ensure compliance to GMP, Food Safety, and relevant government regulations.
- Fill out quality reports and documentation.
- Filling daily reports (as and when needed).
- Report process deviations and product failures and assist in the investigation and generation of solution to the problem.
- Report any product non-conformances and place on HOLD if needed
- Assist in addressing quality concerns with employees; assist with staff training
- Cover duties of other QC technicians in their absence
- Report to QA Manager for any non-conformances.
- Strong customer-focus required on all aspects of product.
- Shift work required (day, evening, night) as demanded by production schedule
- Must be available in weekends, as demanded by production schedule

Please email your resume and covering letter to [jj@suncofoods.com](mailto:jj@suncofoods.com) stating **Quality Control Technician** in the subject line before the posting close date of December 15th, 2017.