

## Laboratory/Quality Tech

Valley City, ND

**REPORTS TO:** Quality & Compliance Manager

**POSITION DESCRIPTION:**

Under the supervision of the Quality and Compliance Manager, the Laboratory/Quality Tech assures products meet company and customer quality and food safety requirements by conducting and coordinating 3<sup>rd</sup> party testing and analysis of all products coming into and out of the production facility. This position will assist with additional tasks as needed.

**JOB DUTIES:**

- Set up laboratory
- Research and manage lab equipment
- Perform testing
- Maintain a clean Lab environment
- Conduct product sampling
- Monitor specifications and testing requirements
- Coordinate sampling and shipping of third-party testing
- Data entry required testing on third-party testing portal
- Maintain lab testing spreadsheet
- Assist Quality & Compliance Manager in duties as needed

**REQUIRED SKILLS or KNOWLEDGE:**

- Four-year degree in food safety, chemistry, biology, or other related degree
- Familiarity and experience with food safety certifications including GFSI audits
- Proficient in Microsoft Office: Word, Excel, Outlook and PowerPoint
- Strong written and oral communication skills
- Self-motivated and goal-oriented
- Detailed-oriented with good follow-through
- Willingness and desire to accept responsibility and add value to the position
- Creative and proactive with good problem solving skills
- Team player with the ability to work well with others
- Ability to multi task and be organized

**BACKUP:**

Quality Technicians  
Quality & Compliance Manager  
COA Specialist