

POSITION TITLE:	Production Analyst	Date Reviewed:	10.23.24
REPORTS TO:	Plant Manager	Date Approved:	10.23.24
DEPARTMENT:	Operations	Revision #:	2
TYPE OF POSITION:	Full-Time		
LOCATION OFFICE:	Moorhead, MN		

POSITION DESCRIPTION:

This position is responsible for assisting the shift supervisor in completing all assigned tasks in an efficient and effective manner, complying with all quality, safety, and sanitation standards.

RESPONSIBILITIES AND DUTIES:

- Work following all company policies and GMPs.
- Understand and execute food safety and HACCP practices and protocols.
- Prepare certificates of analysis and distribute them both internally and to customers.
- Prepare samples and send for testing or to complete sample requests.
- Conduct testing per specifications.
- Verify that incoming and outgoing products are in specification.
- Maintain and help calibrate testing equipment as needed.
- File production paperwork (inbound/outbound trucks, labels, re-bagging and recleaning).
- Download shipping photos.
- Greet visitors/truck drivers.
- Answer phones.
- Make truck appointments.
- Order office supplies.
- Perform general sanitation duties.
- Perform other duties as assigned.

QUALIFICATIONS:

- Detail orientated
- Knowledge of quality factors affecting grains, beans, seeds, and lentils
- Knowledge of PCQI, HAACP, Sanitation, and Food Safety programs
- Knowledge of grain cleaning and handling equipment
- Computer literate
- Must be able to lift between 25 and 70 pounds
- Ability to climb stairs

BACK UP: Plant Manager

Name:		Date:	
Signature:			
Manager Name:		Date:	
Signature:			