

POSITION TITLE:	Quality Analyst	Date Reviewed:	12/28/2022
REPORTS TO:	Senior Quality Manager	Date Approved:	12/28/2022
DEPARTMENT:	Quality (046)	Revision #:	03
TYPE OF POSITION:	Full-Time/Non-Exempt		
LOCATION OFFICED:	Watertown, SD		

POSITION DESCRIPTION:

Under the limited supervision of the Senior Quality Manager, the quality analyst assures products meet company and customer quality and food safety requirements by conducting testing and analysis of all products coming into and out of production facilities. They will ensure certificates of analysis are provided on all shipped product from HFI facilities and toll processing production facilities. This position will assist with additional tasks as needed.

RESPONSIBILITIES AND DUTIES:

- Conduct additional analytical testing per customer specifications
- Verify incoming and outgoing products are within specification
- Troubleshoot quality issues and implement solutions
- Support plant operations as needed
- Maintain and help calibrate testing equipment as needed
- Coordinate 3rd party testing as needed
- Create labels for all processed product
- Lead product hold policy and maintain product hold log
- Communicate with sales, logistics, and purchasing teams on quality results of products and shipments
- Communicate with customers to resolve quality or Certificate of Analysis issues
- Participate on Food Safety Team and as HACCP Coordinator
- Participate in internal audits and facility inspections
- Provide training for plant employees on all aspects of quality
- Create outgoing Certificates of Analysis
- Verify all incoming and outgoing Certificates of Analysis are within specifications
- Coordinate customer complaints with plant manager
- Ensure documentation are current and accurate
- Perform other duties as assigned
- Coordinate shipping schedule

QUALIFICATIONS:

- Knowledge of grain products and testing methods
- 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
- HACCP/PCQI Certified
- Willingness to travel

BACK UP:

- COAs: Quality Analyst and Domestic Supply Chain Specialist
- Plant Duties: Plant Managers: Watertown & Hastings

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

