

**Job Description**  
**JOB TITLE: Food Safety & Quality Assurance Technician**

EXEMPT: Yes                                      SALARY LEVEL:\$40,000-\$43,000 annual

SHIFT: 5:00am -1:30pm (once a week 4:00am start) Mon-Fri

DEPARTMENT: Quality Assurance

OVERTIME REQ.: Occasionally

REPORTS TO: FSQA Manager

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**SUMMARY:** Implement Food Safety & Quality Assurance (FSQA) programs to ensure compliance of products and processes to corporate and regulatory requirements at a Sysco Specialty Meat (SSMC). In addition, incumbent will handle FSQA program implementation of supplier approval, produced product safety and quality, plant sanitation and FSQA related regulatory interaction for the SSMC.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Implementation and record keeping of FSQA programs including:

- a. HACCP and SQF Programs
  - b. Sanitation Standard Operating Procedures
  - c. Pest Control
  - d. Good Manufacturing Practices
  - e. Approved Supplier Program
  - f. Foreign Material Control
  - g. Plant Sanitation
  - h. Chemical Control
  - i. Product Quality Assurance
  - j. FSQA Customer Complaints
  - k. Food Defense and Security
- Assist Employee Training of FSQA Programs, Policies and Procedures
  - Assist in Recall and Traceability Programs including Mock Recalls
  - Assist in Independent FSQA Audit Program – GMP/Food Safety & SQF Audits
  - Assist in supplier approval process including record keeping.
  - Assist in implementation of the QA Program – Quality Management, supplier quality conformance and customer compliant process.
  - Assist with other duties as assigned.
- Communication - Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message.
  - Contributing to Team Success - Actively participating as a member of a team to move the team toward the completion of goals.
  - Customer Focus - Making customers and their needs a primary focus of one's actions; developing and sustaining productive customer relationships.

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- Decision Making - Identifying and understanding issues, problems, and opportunities; comparing data from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.
- Health and Safety - Work in compliance with the Occupational Health and Safety Act and regulations as well as company health and safety policies and procedures; advises supervisor of any unsafe conditions; uses equipment and materials in a safe manner.
- Managing Work (includes Time Management) - Effectively managing one's time and resources to ensure that work is completed efficiently.
- Quality Orientation - Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Responsibilities for Confidential Matters: Discretion and integrity are required in safeguarding confidential matters such as pricing, costing, customer business practices, product books, and corporate direction and policy.

**ORGANIZATIONAL RELATIONSHIPS:** Frequently interacts with the following: Operations and personnel at the line level, Sales, Warehouse and Transportation.

**EDUCATION and/or EXPERIENCE:** Bachelor of Science or Diploma in Food Safety/ Science or equivalent. A minimum of 2-5 years meat or seafood industry experience at federal CFIA/FDA seafood processing plant or CFIA/FSIS meat processing plant. Strong understanding of Sanitation, SOPs, Pre-requisite programs, GMPs, HACCP, and GFSI.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general program instructions. Incumbent must demonstrate ability to monitor and record basic program characteristics on plant records. Oral and written Cantonese or Mandarin would be helpful.

**MATHEMATICAL SKILLS:** Incumbent must demonstrate ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Meat HACCP Certified.

**OTHER SKILLS AND ABILITIES:** Excellent computer (MSWORD, Excel) skills. lab equipment, food preparation equipment and office communication equipment.

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**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; sit; reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Plant audits and inspections may require lifting of products up to 40 pounds and inspection requires working in a production environment on a moving line, lifting cartons, and visual inspection. Warehouse and plant audits also require close and distance vision to judge GMPs; peripheral vision and depth perception mandatory for safety.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

There is some exposure to extreme temperatures, odors and raw meat including beef, pork, poultry and seafood and other adverse working conditions. Sensory evaluation including flavor evaluation is required. The noise level in the work environment is moderate to high.

**COMMENTS:** Experience with CFIA/FDA/FSIS regulations would be beneficial. Formal quality and sensory analysis training would be helpful.

**For any interested candidates please send your resume to [careers@trimpac.net](mailto:careers@trimpac.net). Thank-you for your application.**