



## **QA Intern – December 2020 through March 2021**

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Department: Quality Assurance

Location: Kent

FLSA Status: Non-Exempt

Prepared/Revised Date: November 20, 2020

**Pay rate:** \$21.00 / hour

**Shift:** Swing shift, Wednesday – Sunday, 3:00pm – 11:30pm, with infrequent overtime

**To apply:** Send email with resume to: [Darin.Huggler@continentalmills.com](mailto:Darin.Huggler@continentalmills.com)

**Deadline:** December 2, 2020

### **About the Position**

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This temporary position is responsible for assisting with daily quality assurance issues and maintaining standards for quality in the processing of dry mix bakery products. This role performs various tests and audits on raw materials and finished goods, as well as on food processing and packaging lines.

**Essential Functions:** Other duties, responsibilities, and activities may change or be assigned at any time.

- Tests blended product samples for performance to CMI quality standards using appropriate sensory and/or analytical tools.
- Determines blended product acceptability based on experience with product, specifications, knowledge of customer and consideration of food safety/labeling issues.
- Conducts first case line audits to verify proper packaging, labeling and coding.
- Tests key ingredients (including oils, flours and sugars) for acceptability prior to unloading.
- Accurately records observations and test results, and follows prescribed lab testing procedures, including the use of all QA equipment.
- Understands and uses CMI database computer software as well as MS Office programs.
- Understands and follows hold and rework procedures.
- Exercises troubleshooting, problem solving and decision making skills to resolve quality issues.
- Audits and interprets finished product evaluation and weight control sheets, and other documentation supporting process/package control.
- Performs special projects as assigned.
- Participates in continuous improvement activities.

### **Position Requirements**

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*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or*

*ability required. Reasonable accommodations may be made to enable individuals qualified with disabilities to perform the essential functions.*

- Strong math, reading, sensory, and oral/written communication skills.
- Enjoyment of baking.
- Commitment to quality.
- Strong attention to detail
- Accuracy in record keeping.
- Ability to work without direct supervision and to prioritize activities under pressure.
- Good trouble shooting, problem solving and decision making skills.

Able to:

- Meet the physical and mental requirements established for the position.
- Model safe and respectful behavior at all times.
- Multitask.
- Manages and performs sanitation audits.

### **Supervisory Responsibilities**

None.

### **Education and/or Experience:**

- Working toward or possession of a bachelor's degree in a science-related field preferred.
- Prior food experience preferred.

### **Attendance**

To support ongoing business goals and successfully contribute to your team, acceptable levels of performance and attendance must be consistently maintained.

### **Quality**

Employee must follow procedures to ensure all food quality standards are met or exceeded.

### **Safety/Legal**

Employees are required to conduct their work in a safe and legal manner, according to all GMP food safety standards as well as following any safety protocols. Employees must be willing to be responsible for their safety and health as well as the safety and health of all employees, vendors and visitors.

Employee must follow procedures to ensure all food quality standards are met or exceeded.

### **Physical Demands and Work Environment:**

Employees stand and walk on concrete while wearing steel-toed shoes, uniforms, hair nets, bump caps, gloves and safety glasses. The use of company-provided hearing protection is also required in stated areas. Requires the ability to occasionally lift up to 30# during each shift with or without assistance. Also requires the ability to walk up stairs weekly and may be needed to climb a ladder. While performing the duties of this job, the employee is regularly required to stand up to 50% of a shift, sit, talk, hear, and use hands and fingers to operate a computer and telephone along with reaching. Specific vision abilities include close vision requirements due to computer work and using measurement tools. Ability to effectively communicate and work in a dynamic environment.

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Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.

The policy of Continental Mills, Inc. is to hire, train, and promote all persons in all job groups in accordance with law, without regard to race, color, religion, sex, sexual orientation, age, marital or military status, national origin, gender identity, the presence of any sensory, mental or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law.