

Job Title	Quality Assurance Technician I
Reports to	Quality Assurance Manager
FLSA Status	Non-Exempt

Position Summary: Monitor operations and quality assurance procedures to ensure the quality of the materials and final products in a dietary supplement manufacturing environment. Ensure that batch records and SOPs are being followed and completed. Verify sanitary conditions.

1. **Essential Functions and Responsibilities** to ensure the quality and safety of the product will include, but not be limited to:
 - i. Enforce safety and quality regulations.
 - ii. Perform in process clearance of materials, operational documentation, processes, samples, etc.
 - iii. Perform label or other component inspections following SOP's.
 - iv. Perform physical property testing using lab equipment.
 - v. Initiate deviation process.
 - vi. Manage bills of materials and batch counts to verify their accuracy.
 - vii. Responsible for inspection, sampling, supporting releases, and other activities to support the QA/QC operations departments.
 - viii. Adhere to all cGMP's.
 - ix. Read the work orders and production schedules to determine product specifications, materials to be used, weights, dimensions, and tolerances.
 - x. Confer with management to resolve worker problems.
 - xi. Record quality, operational and production data on specified forms.
 - xii. Clean and sterilize the equipment and tools as specified.
 - xiii. Provide information or indication of problems to Management or Quality Assurance.
 - xiv. Reports to work regularly and on time.
 - xv. Perform duties safely and to report unsafe conditions or actions.
 - xvi. Assists in other duties as needed and directed.
2. **Minimum Qualifications:**
 - i. Mathematical Skills – Accuracy with arithmetic and subtraction, decimals, and percentages.
 - ii. Language Skills – Must be able to read and comprehend instructions and hold general conversations in English
3. **Preferred Knowledge, Skills, and Abilities:**
 - i. Skilled in monitoring, analyzing, critical thinking, and active listening.
 - ii. Demonstrate attention to detail, orientation to quality, problem sensitivity, problem solving, and ability to take initiation.
 - iii. Knowledge of food production processing, cGMP's, regulatory environments, and basic computer data entry.
4. **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.
 - i. Must occasionally lift 25 lbs. or move up to 50 lbs. using pallet jacks.
 - ii. Regularly required to stand, walk, smell and taste.
 - iii. Specific sensing abilities required by this job include near vision, smell, taste and manual dexterity.
 - iv. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

- 5. **Work Environment:** characteristic of an FDA regulated manufacturing facility. Personal Protective equipment may be worn in certain situations.
 - i. The employee is regularly exposed to noise, and to airborne particles, including some allergens.
 - ii. Constant interaction with others.
 - iii. Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines.

- 6. **Direct Reports:**
 - i. None.

7. **Signatures:**
 This Job Description is not a contract of employment. 21st Century Healthcare, Inc. maintains an at-will policy of employment. That means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the Company or myself as an employee.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

 Printed Employee Name Employee Signature Date

 Printed Supervisor Name Immediate Supervisor Signature Date

Revision History:

Revision	2/12/2018 – Initial issue

Prepared By: _____	Date: _____
Reviewed By: _____	Date: _____
QA Approval: _____	Date: _____