

**A. Role Definition:**

**Job Title:** Lab Technician                      **Department/Team:** Quality  
**Reports to:** Quality Manager                      **Work Schedule:** Varies based on business needs  
**Location:** Rogers, AR  
**Date Revised:** June 12, 2017                      **FSLA Status:** Non Exempt

**B. Position Summary:** This role is intended to provide analytical, technical and operational support to both production and the cook room in the production of a safe, high quality premium product. The lab technician is in place to perform standard quality analysis, maintain accurate records, and to report and control non-conformances. The lab technician will perform duties and tasks to ensure that the quality of the product is maintained and meets established standards. In addition, the lab technician is expected to help investigate and understand failures in the quality system to ensure they are not repeated.

**C. Accountabilities:**

Key Accountability	Performance Measurement	Approximate % of time Spent
Conformance to Product Specifications	<ol style="list-style-type: none"> <li>1. Analysis of raw materials, in-process and finished product for compliance to specifications. This includes adherence to regulations for acidified foods.</li> <li>2. Daily paperwork review and communication of product release decision.</li> <li>3. Identification and quarantine of non-conforming products and raw materials.</li> </ol>	75%
Quality Management System Maintenance	<ol style="list-style-type: none"> <li>1. Updating and documenting procedures and instructions regarding laboratory testing and equipment calibrations.</li> <li>2. Updating and documenting procedures and instructions regarding cook room and production testing and processes.</li> <li>3. Conducting internal audits as assigned.</li> </ol>	15%
Continuous Improvement	<ol style="list-style-type: none"> <li>1. Participate on plant lean team and in lean project initiatives.</li> <li>2. Evaluate current lab practices against industry standards for improvements.</li> <li>3. Work with Quality Manager to reduce product losses due to holds and line losses.</li> </ol>	5%

Special Projects/Departmental Relief	1. Relief for others in the department when they are out. 2. Other duties as assigned.	5%
--------------------------------------	---	----

**Total: 100%**

**D. Scope:** *Please describe various dimensions of this position that will show its depth in relation to the overall organization*

- Conduct quality checks on the production lines, review results from both production and the cook room and make release decision based on data.
- Review blend sheets, check ingredients, lot numbers and confirm allergens.
- Identify and report nonconforming products and raw materials. Place affected products/raw materials on hold and ensure they are properly segregated.
- Assist with root cause analysis and corrective actions as needed.
- Conduct internal audits as assigned.
- Work with QA Manager to ensure compliance with Food Safety and Regulatory Requirements.
- Other duties as assigned.

- Level of Confidentiality Required: Confidential

- Financial Responsibility: *Check which level of Financial Responsibility is most accurate for this job:*

<input type="checkbox"/>	<b>Decision Making:</b> Has overall managerial control and decision making responsibility. Determines and changes priorities in line with financial, business and organization objectives.
<input type="checkbox"/>	<b>Goal Influencer:</b> Greatly influences goals but does not have final authority. Manages and deploys resources to meet the goals.
<input type="checkbox"/>	<b>Limited:</b> Participates in goal setting and accountable for own, limited budget or asset administration and goals.
<input checked="" type="checkbox"/>	<b>Low:</b> May track or report data and handle administrative tasks.
<input type="checkbox"/>	<b>None/Non Applicable</b>

**E. Requirements:** *List the minimum requirements necessary to satisfactorily perform the current position. If an item is preferred, please designate it as such.*

Education:

- Bachelor's Degree in biology, chemistry, food science or equivalent combination of education and work experience.

Experience/Background:

- Prior lab work in a food plant is preferred.

Technical Functional Skills:

- Basic wet chemistry, quality checks, recordkeeping, data analysis.

Competencies:

- The ability to communicate effectively to both hourly and management staff.
- Attention to detail
- Problem solving and critical thinking

**F. Working Conditions:**

**Physical Environment:** *Check which physical environment description is most accurate for this job:.*

<input type="checkbox"/>	<b>General Office:</b> Work is performed in a typical office environment. Limited demands for movement and lifting. Normal visual, hearing and language acuity required for correspondence and computer usage.
<input type="checkbox"/>	<b>Field Environment:</b> Work is performed in a typical field environment with moderate demands for movement and lifting. Normal visual, hearing and language acuity required for correspondence and computer usage. Frequent travel by land and/or air in diverse weather conditions is required.
<input checked="" type="checkbox"/>	<b>Physical/Skilled Labor:</b> Work is performed in a general production area and/or office environment with regular demands for moving, lifting/carrying/lowering up to 50 pounds, standing, walking, climbing, and pushing. Normal visual, hearing and language acuity required for correspondence and computer usage.

**Travel:**

No travel is required. Estimate 0 % of time.