

*Rejuvenate*

## **Job Description Operations Department**



Position **Quality Associate**  
Reports to **Twin Ash General Manager**

### **Duties and Responsibilities**

1. Adhere to all Twin Ash Farms Food and Safety requirements including:
  - a. SQF guidelines
  - b. HARPC Plan
  - c. NSF Standards
  - d. Twin Ash Good Manufacturing Practice protocols (GMPs)
2. Standard Operating Procedures/Standard Sanitation Operating Procedures
3. Assist PIC/PCQI with the development, implementation, review, and maintenance of the SQF System, including food safety fundamentals and the food safety plan
4. Take appropriate action to ensure the integrity of the SQF System with support.
5. Clean and sanitize office equipment, lab equipment, and facilities as required/assigned
6. Conduct quality assessment of inbound, processed, and outbound commodity
  - a. Note all quality assessments on quality control monitoring forms
  - b. Document composite sample results on Certificate of Analysis (COA)
  - c. File and email COA forms as required by buyer
  - d. Store commodity samples in secured totes after labeling
7. Conduct olfactory, quality, and GMO testing as assigned by Office Supervisor or PIC
8. Assist with organizing buyer, farmer, and food safety files as assigned by Office Supervisor or PIC
9. Assist with inbound, outbound, and processing procedures as assigned
10. Check stored samples as directed by the Office Supervisor
11. Check glass inventory monthly as supervised by the Office Supervisor
12. Assist with document control and electronic file management
13. Assist with inventory and organization of pallets, bags, totes, or processing supplies as needed
14. Complete a HACCP/HARPC-based training course and a PCQI course:
  - a. Be competent to implement and maintain HARPC-based food safety plans
  - b. Understand the SQF Code Level 2 and the requirements to implement and maintain SQF System relevant to the supplier scope of certification.
  - c. Assist with recall and hold procedures
  - d. Note all monthly SQF updates and conduct internal audits per the PIC
  - e. Assist with training documentation as assigned by the PIC
15. Act as the SQF practitioner or SQF substitute as required by the PIC
16. Attend training and complete other duties as assigned

**Job Requirements**

1. High school diploma or GED
2. Education and experience sufficient to assume the responsibilities assigned.
3. Good judgement in handling proprietary and confidential information
4. Must be a team player
5. Computer skill and willingness to adapt to the company systems
6. Sound moral and ethical professional practices
7. Ability to lift 50 pounds waist high, intermittently over the course of a normal day.

This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.