

JOB POSTING

JOB TITLE: QA Process Lab Lead
WAGE RANGE: \$16.00 per hour
DEPARTMENT: Quality
SHIFT: TBD 5-Day/Week Schedule (14:00 to 22:00) – includes weekends
REPORTS TO: Forrester Quality Manager

Job Summary:

The QA Process Lab Lead will assist with normal lab testing of products in addition to assisting the QA Manager by taking on additional QA related responsibilities

Job Duties:

- Assist QA technicians with normal daily testing in the QA lab to include raw ingredient as well as finished product testing. Additionally, provide QA technicians with production run materials, properly retain old materials, and reviewing test result data for accuracy.
- Assist the QA manager with building and system audits, QA employee training, maintaining hold inventory, completing special testing and projects, along with other QA related items
- Complete ATP, environmental, and micro testing
- Maintain equipment in the QA lab by performing and logging calibrations
- Perform inventory of QA supplies and ship and receive equipment, samples, and supplies
- Other duties as assigned by the QA manager

Job Requirements:

- Ability to cooperatively work in a leadership role on the QA team
- Excellent electronic, verbal, and written communication skills
- Previous QA or other lab related leadership experience
- Strong computer, Microsoft Office, typing skills, and have the ability to interpret, review, and correct data
- Working safely to produce exceptional food-safe products

Physical Requirements:

- Must be able to use ladders and work at different elevations
- Must be able to differentiate all primary colors
- Must be able to lift up to forty pounds