



## J&K INGREDIENTS, LLC Job Description

<b>Job Title:</b> Quality Consultant...	<b>Reports to:</b>	
<b>Department:</b> R&D / Quality	<b>Status:</b> Full-time	<b>Direct Reports:</b> 0
<b>Prepared By:</b> Daniel Marciani	<b>Date:</b>	<b>FLSA:</b>

**Job Summary:** Brief statement on the overall job summary.

**Essential Functions/Primary Responsibilities:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Lead Raw Material Risk Assessment (RMRA)
- Prepare raw material internal specifications as required
- Implement a quality management system for suppliers
- Implement a quality management system for finished products
- Work with procurement to obtain the information required to complete the RMRA
- Provide support for recipe management systems
- Ensure a clean and safe working environment and support and follow all QA programs and initiatives
- Assist and participate in other QA projects

**Essential Qualifications:** *The requirements listed below are representative of the competencies (minimum knowledge, skill, and ability) required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

**Education/Certification/Licensing:**

- Food industry experience required
- General understanding of FDA, FSMA and Food Regulations
- Good customer service, communication, and organizational skills
- Great attention to detail and high degree of accuracy
- Good computer skills (Microsoft Office)
- Available to work extended hours

**Required Experience/Skills:**

- Proficiency using MS Excel, Word
- Strong communication and problem-solving skills
- Ability to maintain/handle confidential information
- Must be detail oriented
- Must be self-motivated and work successfully as part of a team

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**Physical Demands/Work Environment** (*The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

Works near moving mechanical parts in a warehouse environment. Personal Protective Equipment (PPE) as defined by J&K Ingredients, will be provided.

- LIFTING:** Use of upper body and back muscles to lift totes or boxes with a weight of up to 55lbs on a regular basis.
- STOOPING:** Bending downward and forward at the waist. Requires full use of lower extremities and back muscles.
- KNEELING:** Resting on knee or knees.
- CROUCHING:** Bending downward and forward at the leg and spine.
- REACHING:** Extending hand(s) and arm(s) in any direction.
- STANDING:** For extended periods of time.
- FINGER DEXTERITY:** Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers together.
- GRASPING:** Using fingers and palm on an object.
- TALKING:** Especially where one must frequently convey detailed or important instructions or ideas accurately, loudly, or quickly.
- HEARING:** Able to hear average or normal conversations and receive ordinary information.
- REPETITIVE MOTIONS:** Movements frequently and regularly required using the wrists, hands, and fingers.
- VISUAL ABILITIES:** Average, ordinary, visual acuity necessary to prepare or inspect documents or products, or operate machinery.
- PHYSICAL STRENGTH:** Medium work; exerts up to 50 lbs. force regularly.

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### **Intent and Function of Job Descriptions**

*Job Descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of an effective compensation program.*

*In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

***Job Descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer***