Job Title: QC Assistant  
Location: Brooklyn, NY  
Department: Research & Development  
Reports to: Jun Xia, QA Supervisor  
FLSA Status: Exempt  
Job Grade: G2

**JOB PURPOSE:** The QC Assistant is charged with maintaining a site specific quality system to assure that all products manufactured by the organization meets customer specifications and achieve superior quality and reliability levels.

**ESSENTIAL JOB FUNCTIONS:**

1. QC Inspection
   - Perform pre-op sanitation inspection report
   - Monitoring the temperature (CCP) during production
   - Micro testing (E.Coli, Coliform, TPC) on finished products
   - Sample and testing of ingredients
   - Conduct air quality evaluation testing
   - Conduct GMP & Food Safety training to production personnel
   - Conduct internal GMP audits on a monthly basis
   - Special projects assigned by QC Supervisor or QA Manager
   - Maintain and update production ingredient usage verification

2. Sanitation Inspection
   - Ensure all the SSOP’s are followed by sanitation crew
   - Monitor during sanitation to check cleanliness and record
   - Conduct pest and mouse inspections every 2 weeks

3. Training
   - Conduct GMP and food safety training to production personnel
   - Additional duties as assigned by the QC Supervisor or QA Manager

**REQUIRED KNOWLEDGE, SKILLS AND EXPERIENCE**

- Associates Degree in Food Science, Nutrition, or science based program;
- Minimum 0-6 months experience in food quality fields/audited food manufacturing sites/HACCP certified (USDA facility QA or QC experience preferred
• Experience in Asian foods or trained in GFSI is a big plus
• Excellent interpersonal and communication skills
• Working knowledge of Microsoft Office required
• Must be bilingual in English and Chinese

PHYSICAL DEMANDS & WORK ENVIRONMENT

• May be required to lift up to 50lbs
• May require long periods of standing and walking

JOB DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as assigned.
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