



JOB DESCRIPTION

JOB TITLE: QA Inspector

EXEMPT: Yes

DEPARTMENT: Quality Assurance

DATE: May 2022

REPORTS TO: Quality Assurance Director

SUMMARY: Under general direction, exhibits independence and personal discretion to provide critical field-level product inspection. Determines approvals which assure quality and food safety. Responds to rapidly changing field situations. Maintains accurate and timely inspection records. Participates regularly in the preparation, delivery and posting of educational videos in coordination with the Marketing department's social network programs. Assists as needed with preparing field tour logistics and conducting field tours. At the Senior level, exhibits advanced experience, expertise and decision-making ability; assists with the training and support of Inspectors and requires minimal direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, and other duties as may be assigned:

FIELD AND FACILITY INSPECTION

- Continually upgrades knowledge and expertise to deliver high level field results that guarantee safety and quality
- Performs inspections in Markon branded fields; rejects substandard products
- Inspects coolers/processing facilities and finished products
- Makes decisions and recommendations based on the results of inspections
- Relocates to alternate sites/regions with the seasons

OFFICE SUPPORT

- Emails pictures and information to other Inspectors and internal staff to enhance internal decision-making
- Works with Product Management Teams to set, monitor and achieve daily production goals

CUSTOMER RELATIONS

- Helps to research customer complaints, providing timely feedback and/or corrections
- Prepares quality updates to be used in member-correspondence
- Participates regularly in the preparation of educational videos for Markon's social network marketing
- Assists in preparing and carrying out logistics for customer field tours
- Must be comfortable discussing job functions and answering any questions in a group setting

QUALIFICATION REQUIREMENTS

To perform this job successfully an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

EDUCATION AND/OR EXPERIENCE

- Any combination of education and experience that provide the skills needed to successfully complete the essential functions; typically, through a Bachelors or Associates degree and/or expertise in the field of agriculture and food safety.

COMPUTER SKILLS

- Computer literate, including knowledge of database entry and the ability to learn new programs

JOB DESCRIPTION

JOB TITLE: Inspector and Sr. Inspector

COMMUNICATION SKILLS

- Able to respond to basic inquiries, to read and write succinct and clear memos and reports and to present information to others. Conversational Spanish desired.

REASONING ABILITY

- Defines problems, establishes facts and draw valid conclusions to guide actions and decisions

REQUIRED LICENSE/OTHER

- Valid current driver's license and a clean driving record required
- Participation in the DMV Pull Program required

REQUIRED COMPETENCIES

- **Job Expertise** – Demonstrates competency in job knowledge and essential responsibilities
- **Communication Skills** - Demonstrates effective oral and written communication skills, and listening skills
- **Customer Service Skills** – Demonstrates tact, courtesy and attention with internal and external contacts
- **Judgment & Problem Solving** - Decisions and actions are sound, evaluates solutions and selects appropriate courses of action, involving others as necessary; ensures safe use of all Inspector equipment
- **Planning & Organizing** – Develops short and long range goals and uses various tools to enhance personal effectiveness and team success
- **Teamwork & Interpersonal Skills** - Builds an environment that fosters teamwork and positive, supportive cooperation
- **Reliability** - Consistently demonstrates accuracy, thoroughness, professionalism and dependability, ensures work is completed in a timely manner
- **Leadership Skills** – Models high standards of leadership; willingly exerts extra effort as needed to get the job done, demonstrates 'big picture" thinking, commitment and flexibility

WORKING CONDITIONS: working conditions 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 qualified individuals with disabilities to perform the essential functions.

ENVIRONMENT

- Approximately 90% of the time is spent outdoors in both fair and inclement weather and on a variety of uneven terrains
- May work near moving mechanical parts/equipment that can be loud

PHYSICAL DEMANDS

- **Frequently:** drive, sit, bend, stoop, kneel, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers and lift up to 60 lbs
- **Continuously:** handle or feel objects and tools, see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator).

MACHINES, TOOL AND EQUIPMENT

- **Frequently:** computer, telephone, writing instruments, knife

TRAVEL

- Daily driving and routine travel within close proximity; temporary seasonal work in other California locations (e.g., Huron, Oxnard, Santa Maria), seasonal relocation to Yuma, Arizona for 4 to 5 months