POSITION TITLE: Food Service Quality Control Representative

CONTRACT LENGTH: 12M

DATE: 04/30/09

DATE OF LAST REVISION: 04/30/09

JOB CODE: FS0125

PAY GRADE: 22

FLSA EXEMPTION STATUS: NE

Job Family – Food Service

JOB SUMMARY
Under direct supervision, monitors food safety and quality at the Food Services Production Facility and provides technical support to areas within this facility. Monitors all activities performed during the flow of food (receiving, shipping, storing, serving and cooking) are safe and in compliance with the City of Houston Health Code.

MAJOR DUTIES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tbody>
<tr>
<td>1. Assesses and confirms that the HACCP Plans are being followed in the Food Services Production Facility. Monitors product temperatures and audits the HACCP forms for completion. Audits HACCP documents for compliance with HACCP plans.</td>
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<tr>
<td>2. Assesses and confirms that the standard operating procedures and food safety procedures are followed by production employees. Performs GMP compliance audits throughout the production and warehouse areas. Reports findings to Quality Assurance and Production management to ensure that corrective actions are taken.</td>
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<td>3. Inspects production equipment at the beginning of each day to ensure sanitary conditions prior to start-up, using environmental sponges and ATP swabs on equipment and work environment.</td>
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<td>4. Collects finished product micro samples and retention samples on each product produced in the Food Services Production Facility. Submits samples to third party lab for microbiological testing.</td>
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<td>5. Monitors finished product for correct ingredients, appearance and taste.</td>
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<td>6. Performs other job-related duties as assigned.</td>
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**EDUCATION**
High School Diploma or GED

**WORK EXPERIENCE**
1 to 3 years

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**
Microsoft Office, SAP
Office equipment (e.g., computer, copier)
HACCP Certified

**LEADERSHIP RESPONSIBILITIES**
No supervisory or direct people management responsibilities. May provide occasional work guidance, technical advice and training to staff.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**
Work involves the application of moderately complex procedures and tasks that are quite varied. Independent judgment is often required to select and apply the most appropriate of available resources. Ongoing supervision is provided on an "as needed" basis.

**BUDGET AUTHORITY**
No budget development activity is required.

**PROBLEM SOLVING**
Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures or services.

**IMPACT OF DECISIONS**
Decisions have minor, small and possibly incremental impact on the department or facility. Errors are usually discovered in succeeding operations where most of the work is verified or checked and is normally confined to a single department or phase of the organizational activities resulting in brief inconvenience.

**COMMUNICATION/INTERACTIONS**
Basic communication - very little communication required such as receiving basic instructions. Interactions are mostly with customers, own supervisor and co-workers in own department.

**CUSTOMER RELATIONSHIPS**
Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

**WORKING/ENVIRONMENTAL CONDITIONS**
Work involves frequent exposure to unpleasant elements, such as extreme temperatures, dirt, dust, fumes, smoke, loud noise, chemicals, etc.
Ability to carry and/or lift up to 15 to 44 pounds.