



Job Title: Quality Assurance Lead Inspector
Department: Quality Assurance
Reports To: Quality Assurance Manager
Full Time/Non-Exempt Fully Benefited Position

SUMMARY: Inspects products for conformance to specifications by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Additional essential duties include the following (Other duties may be assigned):

- ❖ Arrive and depart work on time.
- ❖ Maintain good attendance habits and available to work flexible hours.
- ❖ Maintain comprehensive knowledge about available products and services, and expectations of the buyer.
- ❖ Mentor Entry/Intermediate level Quality Assurance inspectors.
- ❖ Provide information or assistance when needed to QA staff members when assessing customer needs.
- ❖ Examine/test for variety of qualities to ensure fruit quality for delivery.
- ❖ Inspect/Accept or Reject inferior quality fruit based on grade, defect percentage set by customer.
- ❖ Prepare inspection reports, complete all required paperwork in a timely manner.
- ❖ Scheduling responsibilities for both temp and fulltime employees.
- ❖ Inspect fruit being packed on the line for sales and specific customers
- ❖ Anticipate and meet the needs of the customer.
- ❖ Work to resolve customer problems and satisfy their expectations.
- ❖ Exhibit a high level of initiative, effort, and commitment towards servicing our business.
- ❖ Communicate effectively with sales to discuss quality of product, provide photos, order revisions.
- ❖ Haul minimal amounts of fruit as requested.
- ❖ Additional hours of work will be necessary as business demands.
- ❖ Performs related duties as needed by supervision.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Demonstrate detailed understanding of buyers' expectations.
- ❖ Work with a high degree of professionalism
- ❖ Ability to form good working relationships with co-workers.
- ❖ Display a high level of effort and commitment toward performing work, with an emphasis on the attention to detail.
- ❖ Ability to perform computations such as addition, subtraction, multiplication, and division correctly.
- ❖ Ability to operate diagnostic equipment needed to perform job.

- ❖ Use knowledge that is acquired through on the job experience, and industry training to aid in making sound, well-informed, and objective decisions.
- ❖ Demonstrate general knowledge of fruit grades and inventory
- ❖ Readily readjust priorities to respond to pressing and changing customer demands.
- ❖ Complete responsibilities in a timely manner.
- ❖ Work with others to achieve goals.

EDUCATION/EXPERIENCE

- ❖ High School Diploma or general education degree (GED); minimum of five years related experience and/or training; or equivalent combination of education and experience.
- ❖ Fruit inspection experience preferred.

PHYSICAL DEMANDS

The physical demands 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.

- ❖ While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, or tools. The employee frequently is required to talk or hear.
- ❖ The employee is occasionally required to sit; stoop, kneel, or crouch.
- ❖ The employee must frequently lift and/or move up to 50 pounds.
- ❖ Specific vision abilities required by this job include close vision; distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- ❖ Employee must be able to withstand working in a cold environment.
- ❖ While performing the duties of this job, the employee regularly works near moving equipment.
- ❖ The noise level in the work environment is usually loud.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified. When duties and responsibilities change and develop, the job description will be reviewed and subject to changes of business necessity.

This is an accurate description of the essential functions of my position.

Approvals:

_____| / /
Employee *Date*

_____| / /
Supervisor/Manager *Date*

_____| / /
Management (next level) *Date*