

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: SQF Tech II	Back-up: SQF Tech I
Work Location: Helena, AR	
Department: Quality Assurance	
Reports to: SQF Practitioner	
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt	Revision Date: 3/1/2019 HR Contact: Facility HR Representative

Essential Duties and Responsibilities:

The SQF Tech II is responsible for the quality, food safety and esthetics of the product. The SQF technicians follow through on set processes and ensure adherence to good manufacturing practices (GMP), food safety, Safe Quality Food (SQF) standards and product quality standards. Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. During winter months duties could include cleaning snow or ice from sidewalks. Willing to learn new tasks and retain procedures for future growth.

- Responsible for Critical Quality Point (CQP) 1 – Receiving Raw Materials.
 - The quality of raw materials received for food-contact chemical production must be verified by receiving and lab inspections before they can be used to make product.
 - Records of inspection must be documented into InteleX with all applicable paperwork attached to the inspection.
- Responsible for the Sanitation checklists, which includes daily, weekly, monthly, quarterly and annual cleaning items/entries for the food contact facility.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Maintain tank containments, remove trash, pump out, and properly dispose of standing water.
- Understand all safety procedures related to department tasks.
- Complete assigned tasks as directed by Manager or Supervisor.
- Ask questions if you are not sure of a proper procedure for a task that has been given to you.
- Willingness to help out in any area when needed to meet operational needs.
- Pick up trash and clean up facility grounds when other requirements are met.
- Report any discrepancies of our programs to the appropriate manager/SQF Practitioner. These programs include but are not limited to Good Manufacturing Practices, Allergen Program, Pest Control, and the HACCP program.
- Facility inspections include checking the perimeter for theft and evidence of pest activity/entry. If any discrepancies are found, report it to the SQF Practitioner.
- Removing any wasp/birds nests and properly document the sighting and removal.
- Maintaining the PAA/BMX rooms (cleaning white lines, removing spider webs, cleaning and sanitizing the handrails, cleaning under the drains etc.)
- Documenting and creating maintenance requests on InteleX.
- Completing the sanitation and any related inspections on InteleX.
- Completing the weekly Chemical Control Inventory for the facility's janitor closets.
- Removing any pest harborage areas (mowing tall grass, moving any junk that has been left out, removing any standing water)
- Cleaning the tank farm of any debris, loose tools/equipment, or any discarded PPE.
- Pumping out any water from the tank farm containment areas.
- Perform other job-related duties as required.



Education and/or Work Experience Requirements:

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.

- High School Diploma or GED required.
- Verbal and written communication skills, including ability to effectively communicate with internal team members and external vendors or customers via email, telephone, 2-way radio, or handwriting.
- Computer proficiency (MS Windows and Office)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- Acceptable organizational and time management skills.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
- The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- The employee is often called upon to sit; including sit and operate functionally a motor driven piece of equipment
- Regularly lift and / or move objects 25-55 lbs.
- Occasionally may need to team lift objects up to 110 lbs.
- Must be able to talk, listen clearly on telephone.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity and rain, and wind.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: