



Quality Assurance Technician Job Description

ABOUT US

Green Shutter is an innovative beverage solutions company that operates a warehousing & blending facility focusing on tea, coffee & botanicals. Our business is new, but our story rich, vibrant & cherished, much like our beverages.

The roots of GS can be traced back to the roaring city of New Orleans, which we still call home today. Established and owned by the distinguished Westfeldt family, GS is an extension of their ongoing passion & commitment to quality beverages, community & disruptive innovation. As highly successful coffee entrepreneurs for over 150 years, GS adds a new 21st century chapter in world class customer service, exceptional quality, and exciting beverage experiences.

POSITION SUMMARY

We are offering an exciting opportunity for a highly motivated Quality Assurance Technician with the desire to make an impact on a novel business. The QAT will be responsible for executing food safety and quality initiatives across the organization by maintaining and verifying programs that assure regulatory, industry, and GFSI standards. This position will have shared time across Food Safety, Quality Assurance and Quality Control.

The QAT will drive a no-nonsense approach to Food Safety and will play a big part in driving the company initiative towards maintaining SQF certification for both Warehousing and Manufacturing (Blending). To be successful in this role you will wear many hats and must thrive in an autonomous environment that carries ambiguity throughout the workday. The QAT will report directly to the Director of Quality Operations.

The Quality Assurance Technician will hold responsibilities that include, but are not limited to, the following:

- Maintaining accurate records and files of all quality control tests and tasks
- Collecting, receiving, labeling, shipping, and/or analyzing samples using the correct testing equipment.
- Developing a sample tracking system and maintaining sample inventory
- Preparing and participating in sensory evaluations as well as cleaning up after tastings, including disposing of spittoon contents
- Assisting with the creation of specification sheets
- Ensuring efficient laboratory function by maintaining laboratory inventory and housekeeping, such as washing and calibrating equipment, sweeping, dusting, trash removal etc.
- Create and keep a master list of all sample shipments from the lab that is being sent to customers while handling the shipping and preparation of samples.

- Abiding by all rules and safety regulations as set forth by GST and being a leader in enforcing all company policies as it relates to Quality and Food Safety.
- Ensure all employees are following company GMP's, SOP's, and SSOP's through routine internal inspections.
- Routinely conduct facility internal inspections on a scheduled basis.
- Document and analyze reports from vendors handling facility preventative maintenance as it relates to Food Safety.
- Train all new employees and 3rd party contractors on company GMP's.
- Assist in root cause analysis and corrective actions on all quality and safety issues.
- Verify cleaning and sanitizing procedures relating to warehousing, packaging, and production

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each job specification 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.

- 1-3 years of experience in Quality Assurance and Quality Control
- 1-3 years of experience within a lab and analyzing samples
- Work in an SQF or GFSI recognized facility is highly desirable
- Proficient in MS Office applications
- Self-starter with a desire to work independently is essential
- Strong work ethic with the ability to learn and adapt quickly to new challenges
- Fluent in English
- Comfortable working / relocating to New Orleans

LANGUAGE SKILLS

Fluency in English is a requirement and Spanish is a plus (read/write/translate).

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 the job.

While performing the duties of this job, the employee must:

- Frequently walk and sit.
- Specific vision requirements required by the job include regularly looking at a monitor and occasionally exercising color and peripheral vision, depth perception, and the ability to adjust focus
- Must be physically able to safely ascend to heights, be able to bend, crawl and move safely and freely around machinery and building without assistance.

- Must have eyesight or corrected eyesight to safely work around and inspect equipment, identify insect pests and to prepare inspection notes and reports without assistance.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is:

- Exposed to regular Office Environment
- Exposed to processing, warehousing, and commodities manufacturing
- Required to travel between both Green Shutter locations
- Required to be based in New Orleans, LA
- If not a US citizen, you are required to maintain work authorization independent of company sponsorship

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the job incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and behaviors required to perform the job.