

| POSITION DATA   |   |                    |                         |                      |                |
|---|---|--------------------|-------------------------|----------------------|----------------|
| <b>JOB TITLE:</b>   | Quality Systems Group Leader  | <b>REPORTS TO:</b> | Quality Systems Manager | <b>SALARY GRADE:</b> | \$25-\$29/hour |
| <b>DEPARTMENT:</b>  | Quality Assurance   | <b>REPORTS TO:</b> | Quality Systems Manager | <b>LOCATION:</b>     | Bergen         |
| JOB SUMMARY   |   |                    |                         |                      |                |
| <p>Assist Quality and Operations groups in providing leadership in quality systems training, recordkeeping, verification and implementation of quality systems procedures. This process is conducted to ensure that products produced meet customer's requirements and all food safety requirements.</p> <p><i>Nortera is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>   |   |                    |                         |                      |                |
| ESSENTIAL FUNCTIONS   |   |                    |                         |                      |                |
| <ul style="list-style-type: none"> <li>▪ Responsible for training and written verification of training received for all QS seasonal employees in all applicable process and quality systems procedures</li> <li>▪ Audit all food safety and HACCP related quality processes to ensure technicians are maintaining all process parameters</li> <li>▪ Audit product quality reports on all processing lines to ensure proper grade levels are being recorded and customer requirements are being satisfied</li> <li>▪ Perform line sanitation, HACCP line safety audits and housekeeping audits as directed</li> <li>▪ Ensure all process deviations are properly segregated, identified and documented</li> <li>▪ Report any rework or allergen issues</li> <li>▪ Complete product releases as needed or directed by QSM, Operations Manager and/or Facility Manager</li> <li>▪ Communication of specification and requirements as needed</li> <li>▪ Assist in third party, regulatory, customer/company tours as needed</li> <li>▪ Ensure microbiological samples are properly drawn and submitted</li> <li>▪ Work with Operations to communicate problem deviations, potential problems and holds</li> <li>▪ Aid in maintaining facility costs through understanding cost system to help report and remove waste</li> <li>▪ Calibration of all laboratory equipment</li> <li>▪ Monitor and adjust chlorine and tsunami systems as needed</li> <li>▪ Monitor chlorine, PAA and water sanitizer systems as needed; report deviations and record corrections as needed</li> <li>▪ Daily set up and monitoring of quality systems</li> <li>▪ Audit NWA Quality Monitor system to ensure the information being entered by technicians is accurate and timely</li> <li>▪ Daily review and audit of critical records</li> <li>▪ Collection and documentation of all pesticide and miscellaneous samples as directed</li> <li>▪ Assist in other tasks as assigned to help create a more effective team</li> <li>▪ Responsible for the health &amp; safety management system to achieve established goals and provide a safe, efficient environment for all employees.</li> <li>▪ Demonstrate a personal commitment to safety, and set a proper example at all times.</li> <li>▪ Enforce and implement policies to establish a culture of health and safety, including a food safety culture</li> <li>▪ Perform other duties as assigned</li> </ul> |   |                    |                         |                      |                |
| QUALIFICATIONS  |   |                    |                         |                      |                |
| <b>KNOWLEDGE, SKILLS AND ABILITIES</b>  | <ul style="list-style-type: none"> <li>▪ Must be able to eat vegetables for maturity testing and flavor</li> <li>▪ Knowledge of product holds, releases and embargo procedures</li> <li>▪ Knowledge of rework and allergen programs</li> <li>▪ Must be able to multi-task</li> <li>▪ Ability to prioritize</li> </ul> |                    |                         |                      |                |

|                         |   |              |  |
|-------------------------|---|--------------|--|
|                         | <ul style="list-style-type: none"> <li>▪ Strong leadership, communication, and decision making skills</li> <li>▪ Must have computer skills</li> <li>▪ Ability to maintain a safe and clean work area</li> <li>▪ Ability to work effectively in a team environment</li> <li>▪ Ability to effectively communicate with others</li> <li>▪ Must be flexible to support business needs that includes weekends and other off shifts</li> </ul>  |              |  |
| <b>PHYSICAL DEMANDS</b> | <p>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.</p> <ul style="list-style-type: none"> <li>▪ Frequent standing, walking, bending, twisting/turning, reaching, hand/eye coordination, finger/wrist dexterity</li> <li>▪ Occasional sitting, grasping/pinching, typing, lifting up to 50lbs</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Light</p> |              |  |
| <b>WORK ENVIRONMENT</b> | <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Normal office environment</li> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>   |              |  |
| <b>EXPERIENCE</b>       | <ul style="list-style-type: none"> <li>▪ Experience in food processing industry is desired</li> <li>▪ Prior experience in product grading or other related lab functions</li> </ul>   |              |  |
| <b>EDUCATION</b>        | High School Diploma or Equivalent   |              |  |
| <b>APPROVALS</b>        |   |              |  |
| <b>REVIEWED BY:</b>     |   | <b>DATE:</b> |  |
| <b>APPROVED BY:</b>     |   | <b>DATE:</b> |  |
| <b>HUMAN RESOURCES:</b> |   | <b>DATE:</b> |  |

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*