



## POSITION ANNOUNCEMENT

**POSITION:** Quality Control Coordinator  
**DEPARTMENT:** Quality Control  
**LOCATION:** Santa Fe Springs, CA  
**SALARY:** \$10 to \$13/hr DOE

### SUMMARY

Tests and inspects raw materials or finished products at various stages of production process and compiles and evaluates statistical data to determine and maintain quality and reliability of products by performing the following duties.

Selects products for tests at specified stages in production process, and tests products for variety of qualities such as weight, dimensions, and finished packaging characteristics.

Records inspection data and takes appropriate control action if product does not meet specification.

Maintains all records associated with inspection of assigned processes or products during assigned shift.

Sets up and performs destructive and nondestructive tests on materials, or products to measure performance characteristics.

Prepares graphs or charts of data or enters data into computer for analysis.

Performs Pre-Operational Sanitation Inspection before and during processing.

### 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.

### EDUCATION:

Bachelor's Degree from an accredited four-year institution

### LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization...

### MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and smell. Must be able to frequently climb stairs. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### WORK ENVIRONMENT:

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; extreme cold; and vibration.

**If you would like to apply for this position, please contact your Applicant Coordinator. If your last name begins with A-K call 916-854-3881 or if your last name begins with L-Z call 916-854-3882.**