

ASPEN PRODUCTS, INC.

Job Description Form

Division/Department	Production
Location	3220 AVONDALE MILL RD. MACON GA, 31216
Job Title	Quality Control Technician
Reports to	Corporate Quality Manager

Level/Grade	Entry level	Type of position:	Hours <u>40</u> / week
		<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

GENERAL DESCRIPTION

The Quality Control is responsible for ensuring the product meets Aspen Products and the Customers' acceptable product requirement. The following are daily activities but are not limited to.

1. Understand product specifications
2. Recommend adjustments to production process
3. Inspect, test or measure materials or product being produced
4. Remove products and materials that fail to meet acceptable requirements
5. Audit Work In Process activities using quality control & floor support daily audit activity (KC-F-0096) and Product change over checklist (M-0003).
6. Audit Product quality:
 - Quality of Printed roll
 - Workmanship (form, cleanliness, correct count, etc.)
 - Packaging quality,
 - Use correct packaging materials,
 - Pallet completeness (pallet tie, correct box label or stencil, Complete Pallet tag, etc.)
 - correct case (box) labeling
 - Product case (box) labeling matches the product packaging and product description
7. Collect samples for testing (sensory testing)
8. Along with Quality Workmanship, producing quality products.

WORK EXPERIENCE REQUIREMENTS

- Excellent Communication skills required
- Previous Manufacturing experience preferred
- Must be quality minded

EDUCATION REQUIREMENTS

- High school diploma or GED
- Prior experience in inspection is a plus

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	