



Ninth Avenue Foods, Inc.

425 S. 9th Avenue, City of Industry, CA 91746

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| Document Name: | Document Number: | Revision/Review Date: |
| R&D Technician Job Description | 05D.025.01 | 5/17/2024 |
| Applies To: | Authored By: | Supersedes Date: |
| Quality Assurance | Krithika Ravindran | New Document |
| Quality Approval: | Human Resources Approval: | |
| <i>Steven Goldenstein</i> | <i>Diana Trujillo</i> | |
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Division/Department: Quality Assurance

Job Title: R&D Technician

Reports to: Quality Systems Director

Type of Position: Full-Time

Hours: 40 **Exempt/Non-exempt:** Non-Exempt

Backup Personnel: Alternate Quality Systems Manager

General Description:

This position supports customer & regulatory compliance through the product development realization to industrialization phases. The successful candidate must be able to advice and co-ordinate the necessary approvals (regulatory, customer and internal standards) during transition from concept to production. Responsible for product formulation, product specification creation, prototype creation, formula mediation (initiating New Product Development protocol). The position works closely with Quality and Purchasing Departments to maintain current ingredient, packaging and finished product specifications through vendor approval and finished products review. All tasks require proper documentation and record keeping consistent with the documentation control procedure outlined in the SQF system.

Additionally, the R&D technician will be responsible for reviewing batch sheets at the end of each production week.

This position is not limited to above description as other responsibilities may include tasks, projects, or plans given by Management.

Responsibilities:

- Assist the R&D food technologist in operating and PM's on lab scale processing equipment (Microthermics)
- Updating batch sheets for product development tracking and changes
- Updating nutritional panels for new product labels
- Routinely updating batch sheets for each production week as needed
- Maintaining ongoing new product label approvals for state
- Creating finished product specifications
- Conduct necessary analytical or qualitative testing/study to develop new product specifications.
- Maintain New Product Development checklist for every new product on file
- Co-ordinate shipping of customer samples
- Maintain and stay current with vendor documentation (ingredients and packaging)
- Preparation for new product trials and support batching of new products
- Monitor trial ingredients and product storage controls
- Set up product specific channels as necessary in lab testing equipment for new products
- Sensory Evaluation of products during and at end of Shelf-Life



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- Microbiological testing as appropriate for raw materials, work in process, and finished products including SPC, coliform, and yeast/mold 3M Petri film plating for COA/shelf life validation
- Annual review of finished product specifications
- Sensory Evaluation of products during and at end of Shelf-Life
- Maintenance and implement components of SQF System (Food Safety and Food Quality) as required.

Work/Education/Experience Requirements:

- Bachelor of Science in Food Science, Microbiology, Chemistry or other related field (preferred)
- Preferred 1-3 years' Experience in R&D field
- Knowledgeable of Good Laboratory Practices (GLP's)
- Strong understanding of microbiology (experience with microbiological testing preferred)
- Sensory experience (dairy products preferred)
- Troubleshoot formulation issues

Skills & Abilities:

- Ability to multi-task and prioritize tasks based on immediate and long-term objectives
- Strong communication skills, written and verbal
- Strong ability to learn new tasks and concepts
- Excellent organizational skills
- Ability to compile reports and maintain trends
- Strong computer skills working with Microsoft Office, Excel products, as well as, laboratory equipment software programs
- Self-starter and able to effectively work without close supervision
- Familiar with PMO and California State, and FDA (non-dairy) regulations

Training/Licensing/Certification Requirements:

- Good Laboratory Practices including Aseptic Sampling Techniques Trained

Work Task Requirements (Safety Requirements):

- Use of Personal Protective equipment (gloves, goggles) as necessary
- Proper footwear required to prevent slipping, tripping and/or falling
- Must use proper lifting techniques
- Able to work in both warm and cold environments for limited periods of time