



Quality Certification Services (QCS)

5700 SW 34th Street, Suite 349, Gainesville FL 32608

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www.qcsinfo.org

CROP CERTIFICATION REVIEWER

Salary: Commensurate with experience

Hours: 40 hours/week

Benefits: As outlined in the personnel manual

Responsible to: Certification Manager (as applicable to qualified scope(s))

Skills and Abilities:

- * Ability to multi-task.
- * Good oral and written communication skills.
- * Highly organized, attentive to details, and self-motivated.
- * Must be self-directed and pro-active.
- * Technical knowledge in crop, livestock, processing or related field.
- * Knowledge of the USDA National Organic Program (NOP) preferred.
- * Ability to research and obtain any needed technical information.
- * Ability to change focus based on current priorities.

Education:

- * A degree in agriculture, food processing, food safety, biology, chemistry, or other relevant field of study is encouraged but not required. Experience may substitute for education.

Responsibilities:

- * Respond to questions from applicants regarding the certification process and general agricultural questions regarding organic farming, and handling or processing of organic products.
- * Review initial applications for completeness and compliance with regulatory standards.
- * Review of ingredients, processing aids, and product labels for compliance with regulatory standards.
- * Review inspection reports for compliance with regulatory standards.
- * Make certification recommendations and/or decisions.
- * Issue minor noncompliances, noncompliances, and adverse actions as necessary.
- * Evaluate corrective action plans for compliance and implementation.
- * Issue and sign certificates. (Approved staff only.)
- * Review information concerning certification on a regular basis to ensure current knowledge of the interpretation of standards and policies.
- * Other duties upon request.