



Quality Certification Services (QCS)

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

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www.qcsinfo.org

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 noncompliance's, noncompliance's 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.