



Quality Certification Services (QCS)

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

phone 352.377.0133 / fax 352.377.8363

www.qcsinfo.org

Processing and Handling Certification Reviewer

Salary: Commensurate with experience

Hours: 40/week

Benefits: Health insurance coverage and vacation benefits as outlined in the personnel manual

Responsible to: Processing and Handling Certification Manager

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 National Organic Program preferred.
- Ability to research and obtain any needed technical information.

Education:

- A degree in agriculture, food processing 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 to ensure general compliance with standards.
- Review product labels and input materials for compliance.
- Review inspection reports to make certification recommendations/decisions.
- Issue minor noncompliances, noncompliances and adverse actions as necessary.
- Evaluate corrective action plans for compliance and implementation.
- Issue and sign certificates. (May not be performed by remote staff)
- Prepare and give presentations on topics of organic agriculture and certification.
- Write articles for the QCS newsletter.
- Write position papers or white papers on topics concerning certification standards.
- Review information concerning certification on a regular basis to ensure up to date knowledge of the interpretation of standards and policies.
- Other duties upon request.