



Now Hiring

Quality Assurance – Lab Specialist

Summary

The Quality Assurance & Laboratory Specialist supports the development, implementation, and continuous improvement of human food and animal food safety and quality systems. This role ensures compliance with regulatory requirements, customer expectations, and internal standards. This position also assists with other lab functions as needed to operate in a smooth and efficient manner and produce the best products possible. The position reports directly to the Quality Assurance Manager.

Essential Job Duties

Food Safety & Quality Systems

- Serve as a backup SQF Practitioner, overseeing the development, implementation, review, and maintenance of the SQF System, including Food Safety and Food Quality Plans.
- Act as a Preventive Controls Qualified Individual (PCQI) for human food and animal food operations.
- Maintain and update SQF, GMP+B2, and FAMI-QS program elements.
- Ensure the integrity and effectiveness of all food safety and quality systems through routine review and corrective action.
- Participate in or lead HACCP meetings, food safety committee meetings, and management review meetings.
- Participate in project review meetings and cross-functional initiatives.
- Represent the organization at United Sugars Producers and Refiners Quality Council meetings and related external functions.

Audits, Inspections & Regulatory Compliance

- Support customer audits, SQF audits, GMP+B2 audits, FAMI-QS audits, and FDA inspections.
- Conduct internal audits, GMP inspections, program verifications, and silo/tank inspections.
- Maintain the pest control program in collaboration with an external contractor.
- Perform bi-annual mock traceability and recall exercises.

Monitoring, Verification & Corrective Actions

- Conduct daily pre-shipment and post-shipment audits; initiate corrective actions for deviations.
- Assist in managing customer complaint investigations, including root cause analysis, communication, and documentation.
- Perform semi-annual food fraud assessments and support food defense, crisis management, and HACCP program testing.

Training & Employee Development

- Provide training for sugar loading and packaging lead personnel.
- Deliver new-hire and annual refresher training on human food safety, animal food safety, and GMPs.
- Develop and maintain training materials, presentations, and documentation.

Cross-Functional Laboratory Support

- Monitor quality of sugar produced and shipped: make sure it meets our specifications as well as the customer's specs
- Help with training tare lab employees and process lab personnel
- Assist in compiling data into computer
- Assist in other lab functions as needed (wastewater discharge, prepare reagents for lab when needed) to help provide a smooth, efficient operation of the lab
- Non-bin report, sugar bin measurements and humidities
- Molasses inventory report
- Typing, filing, purchase orders, and lab office requirements during inter-campaign
- Assure that all work areas are kept clean within the food safety, feed safety, and sanitation guidelines.
- Develop the skills of self and others through training.
- Use people, time, equipment, and material in the most efficient manner.
- Report mechanical, electrical, instrumentation, environmental, food safety, feed safety, operational problems, and unsafe conditions to supervisor.
- Other duties as required by the business.
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs



General Responsibilities

- Maintain strong attendance, safety performance, and overall employment record.
- Adhere to all company policies, food safety plans, animal food safety plans, GMPs, and safety procedures.
- Perform other duties as assigned to support business needs.

Qualifications

Education & Experience

- Preferred certifications: SQF Practitioner, PCQI, HACCP.
- Typing, filing, and computer experience
- Accounting skills preferred
- Previous knowledge of lab operation and analyses desired
- Should be motivated, willing, enthusiastic, and promotable
- Good attendance, safety, disciplinary, and overall employment records
- Ability to communicate and work cohesively with others
- Demonstrated leadership and judgment.
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Knowledge & Skills

- Strong understanding of modern quality assurance methods and techniques.
- Knowledge of FDA requirements for human food and animal food manufacturing.
- Experience with sugar manufacturing and animal food production is beneficial.
- Strong interpersonal and communication skills.
- Ability to work effectively with personnel at all organizational levels.
- Ability to lead, train, and influence others.
- Excellent organizational and time-management skills.
- Proficient computer skills.
- Knowledge of state, local, and regulatory requirements.

Competencies

- Food safety and quality systems expertise
- Communication and interpersonal effectiveness
- Organization and time management
- Problem-solving and root cause analysis
- Audit readiness and regulatory compliance
- Documentation control and technical writing

Physical Demands & Work Environment

- Work occurs throughout the facility, including areas with mechanical, chemical, thermal, and electrical hazards.
- Some areas may be hot or cold depending on season and location.
- Occasional strenuous physical effort may be required.

Minn-Dak Farmers Cooperative

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: jobs@mdf.coop or sbitner@mdf.coop

Phone: 701.671.7777 | www.mdf.coop/careers

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.

How Did You Learn About Us?

<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative _____
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend _____
<input type="checkbox"/> Employee Referral	<input type="checkbox"/> Other _____

FOR OFFICE USE ONLY
Form 8850 filled out:
 Yes No

Follow up needed:
 Yes No

Date: _____

Position Applied For: _____

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____
Number Street City ST Zip

Telephone Number: _____

Email Address: _____

Best time to contact you at home is: _____ AM PM

If you are over 18 years of age, are you authorized to work in the United States? Yes No

Have you ever filed an application with us before? Yes No

If yes, when? _____

Have you ever been employed with us before? Yes No

If yes, when and who was your supervisor? _____

Can you travel if a job requires it? Yes No

Date available to start work: _____

What is your desired salary? _____

Are you available to work: Rotating shifts Full Time Campaign (appx Sept-May) Harvest (appx Sept-Oct)

Have you ever been convicted of a felony? Yes No
(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

Print Name

Signature

Date

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

Signature of Applicant

Date

Please help us understand you better by answering these questions.

It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years? Yes No

Have you ever received a disciplinary action for attendance or other issue?

Attendance Yes No

Other Issue Yes No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player? Yes No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?