

JOB DESCRIPTION

Job Title: Freeze Dry / Probiotic Blend Technician

Department: FD/PB Blending

Reports to: FD/PB Blending Supervisor – FD/PB Blending Team Lead

Summary of Position:

The technician is responsible for the Freeze Dry and Probiotic Blending operations. This includes loading and harvesting product, washing/sanitizing trays, milling of product, timely completion of all probiotic blends, accurately weighing out products, labeling and maintaining inventory, cleanliness of the department, and helping with freezer organization.

Key Responsibilities:

- Maintain SQF food safety and quality systems and reporting any concerns to Management.
- Following all Freeze Dry and Probiotic Blend SOPs properly.
- Following allergen SOPs and orders of processing in all phases related to the freeze drying, milling, and blending processes.
- Using aseptic technique during set-up, loading, harvesting, milling, blending of product, and handling of packaging.
- Ensuring complete and accurate documentation in batch records and master sanitation.
- Accountable for professional interactions with all employees, including co-workers, product line managers, supervisors, and administration.
- Setup, calibration, and maintenance of processing equipment such as scales, meters, moisture analyzers, pumps, and blenders.
- Addition of cryoprotective agents and confirmation of product solids prior to loading.
- Sanitizing, loading, harvesting, and milling of freeze dry product and excipients.
- Locating and pulling proper product for probiotic blends and verifying codes.
- Accurately weighing out products used in blends.
- Proper blending techniques; hand blend vs. barrel blend.
- Appropriate packaging technique; boxes, pouches, and bottles.
- Proper clean up and sanitation of freeze dry and blend room areas, machinery, equipment, tools, and utensils. This includes manual cleaning, CIP, COP, and autoclaving.
- Assist with freezer organization as needed.
- Troubleshooting of the equipment as required.
- Responsible for safety as it pertains to daily tasks; PPE, GMPs, etc.
- Master sanitation – ensure complete and documented.
- Ensure all checks, tasks, calibrations are documented accurately on the appropriate records.
- Assist other departments as directed by Supervisor



Job Specifications:

- High School diploma or equivalent
- Able to lift/carry up to 50 pounds repeatedly
- Ability to respond with a high sense of urgency
- Excellent time management and flexibility
- Able to work in a standing position for extended periods of time
- Able to work in a cold environment

Management reserves the right to assign or reassign duties and responsibilities to this job at any time. This job description reflects the assignment of essential functions. It does not restrict the tasks that may be assigned.

