

Position: Milk Auditor

Dept: Quality Control

Reports to: Laboratory Supervisor

Date: December 2011

Summary: This position works with dairy plant personnel and milk haulers via audits and onsite inspections to assure proper handling of milk samples. Delivery of samples in coolers weighing up to 60 lbs along with mail and other items on a regularly scheduled basis.

Duties:

1. Schedules audits and inspections at dairies across the State of Michigan.
 - a. Observes sampling and sample handling procedures of dairy personnel and haulers to determine sources of possible sampling/testing discrepancies.
 - b. Consults with management to resolve issues with hauler sampling and receiving room activities that may lead to sampling/testing discrepancies.
 - c. Notifies supervisor of personnel or equipment deficiencies.
2. Picks up milk samples for official and special testing from dairies and delivers them to laboratory.
 - a. Audits the temperature and condition of samples that are designated for official quality testing.
 - b. Maintains sample temperatures between 32 and 40 degrees Fahrenheit via monitoring at each pickup location.
 - c. Records and reports sample pick up information.
3. Advises or trains haulers and receivers in proper agitation, correct sampling technique, sample maintenance, and cleaning procedures. Certifies hauler thermometers.
4. Observes, documents and brings forward hauler concerns in order to maintain a positive relationship with this group. Examples may include: water and soap usage, wait times at the dairy, and receiving schedules.
5. Maintains complete and accurate reports of weekly activity for review and discussion with supervisor. Prepares inspection reports.
6. Delivers or picks up lab supplies, sample vials, mail, and other items as requested by management.
7. Maintains vehicle in good operating condition by scheduling maintenance work and routine service at regular intervals. Major repairs are only with supervisory review and approval.

The incumbent's shift work is scheduled weekly. The shift hours may vary daily but total 40 or more per week. The job is not eligible for overtime payment. While most days start between 7 a.m. and 8 a.m., one day each week will start around 1:30 p.m. and not end until approximately twelve hours later. Periodically, the incumbent will need to cover a Sunday shift or work for an absent MMPA driver.

Qualifications:

Physically, must be able to independently pick up and move from the ground to waist height up to 30, sixty pound coolers filled with ice and samples in a shift. Must have a proven record of successfully working independently with a wide variety of personalities as verified by previous supervisors. Must be eligible to work legally in the U.S., and possess a valid drivers license with no driving infractions (points).