



Section: **Manufacturing Standard Operating Procedures**

Title: **Ready Roast Nut Company SOPs**

**Job Title:** Research and Development Technician  
**Department:** Research & Development  
**Reports To:** Research and Development Technologist  
**FLSA Status:** Non-Exempt  
**Back-Up:** Food Technologist II

## SUMMARY

The R&D lab technician assist R&D department in development of new products and adaptation of new and existing formulas to meet customer specification that support existing business and create new business opportunities.

## SUPERVISORY RESPONSIBILITIES

None

## DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS

- Assist R&D in preparing samples to submit to customers
- Ability to follow a formula by accurately weighing out all ingredients on a gram scale and preparing samples accordingly to specified procedures
- Responsible for completion of assigned research and development projects in a timely manner
- Enter production formulas and process procedures in computer; complete required documentation
- Maintain work stations, Research & Development equipment and all areas utilized by lab, along with other relevant individuals.
- Data acquisition, recordkeeping, filing, and organization of related materials, electronic or otherwise
- Test food products for proper taste, color and texture.
- Assist in finding ways to improve processes and functions
- Assist R&D in preparing samples to conduct product shelf life studies
- Review and enforce the Company's food safety, quality and regulatory standards.
- Other duties as assigned

## QUALIFICATIONS

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Currently enrolled in a Bachelor's degree program in Food Science, Chemistry, Biology, Food Technology or relevant field
- Food lab experience desirable.
- Strong knowledge in ingredient technology and processing
- Strong interest in nut science and its application in product development, product optimization, reformulation, shelf life, etc.
- Ability to source, select and interact effectively with vendors, consultants, and various technical and/or non-technical disciplines internally and externally.
- Knowledge of Microsoft Office and other computer software
- Familiar with manufacturing process and equipment
- Formulation development (natural and artificial ingredients) experience required
- Excellent oral and written communication skills
- Strong interpersonal skills
- A solid understanding the use of all natural and organic ingredients, product formulations and procedures



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that fit core manufacturing capabilities

- Demonstrated ability to work independently as well as function effectively and comfortably as a multi-disciplinary team member where team results are considered more important than individual contributions.
- Foreign language is a plus

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

*Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required. RRNC is an At-Will Employer.*

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Employee's Signature

Date

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Supervisor Approval

Date

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Human Resources Manager

Date