



Position Title: Quality Assurance Intern

Employee Status: Non-Exempt

Department: Quality Assurance

Reports To: Quality Assurance Manager / QA
Department Lead

Position Type: Internship

Location: Santa Maria, CA

Job Description Date: 04/26/2025

Pay -\$20.00/hr

Summary Description

The Quality Assurance Intern will support the Quality Assurance department with food safety documentation, quality data analysis, training support, and grower compliance. This role focuses on quality assurance operations and is not research and development or product development focused. The intern will work directly with QA staff to support continuous improvement and compliance across the facility.

Essential Job Duties/Responsibilities

- Compile, organize, and analyze quality data; create graphs, charts, and trend reports for internal reviews and continuous improvement projects.
- Assist in developing and updating employee training materials; help maintain training records related to GMPs, food safety, sanitation, allergen control, and foreign material prevention.
- Assist with drafting, revising, and formatting SOPs, work instructions, forms, and other QA documents; support document control and version management.
- Assist with documenting and tracking corrective actions; support root cause investigations and follow up on CAPA effectiveness.
- Review grower documentation for completeness and compliance; track missing records and support communication and follow-up on documentation gaps.
- Assist the QA team with audits, inspections, record reviews, and quality system projects; maintain accurate and audit-ready QA records.
- Perform other QA-related duties as assigned.

Qualifications:

- Currently pursuing a degree in Food Science, Food Safety, Microbiology, Biology, Agriculture, Chemistry, or a related field.
- Basic knowledge of food safety principles (GMP, HACCP, SSOP) preferred.
- Proficient in Microsoft Excel, Word, and PowerPoint; comfortable working with data and reports.
- Strong attention to detail, organizational skills, and ability to communicate clearly and professionally.
- Ability to work independently and as part of a team; willingness to learn QA systems and documentation practices.



- Bilingual (English/Spanish) a plus.

Physical Requirements:

- Ability to work in both office and food production environments, including production, warehouse, and cold storage areas as needed.
- Ability to stand, walk, use a computer for extended periods, and follow all GMP, food safety, and PPE requirements.

Please send resume to jennifer.pelayo@titanfrozen.com