

Linda G. Sloan

- Education/Courses**
- July 2001 USDA/AMS Fresh Products Branch Pasco, Washington
 - **Auditor Training Class**
 - July 2000 PrimusLabs.com Boise, Idaho
 - **Affiliated Auditor Training**
 - 1953 - 1966 School Caldwell, Idaho
- General Curriculum**
- Graduate, Caldwell High School

- Professional Experience**
- 1990 - present Idaho State Department of Agriculture
Caldwell, Idaho
- Shipping Point Inspector Senior**
- Inspect and certify grades of produce for shipment. Complete worksheets to record inspection details and grading results. Issue official certificates of quality. Perform related work as required. Select appropriate number of representative samples according to size of shipment. Examine product externally and internally according to standards pertaining to size, shape, varietal characteristics, appearance and degree of imperfection using visual inspection, paring knives, small scales and size rings. Count or weigh portions of sample which deviate from standards. Determine product grade considering the cumulative quality and condition of all samples examined. Record number and weight of sample portions which deviate from standards. Total and calculate percentage of grade defects and variances in the product size, count, quality and condition to determine if product is within grade tolerances. Record type of carrier such as rail car, truck or trailer. Check refrigeration equipment and record type and operating condition. Review shipping manifest and verify product variety, grade listed and type and size of shipping containers. Sign and issue certificates of inspection certifying that the grade, quality, condition, size or count is in accordance with Federal and State standards. Report violations of Federal and State laws or marketing orders such as misbranding or shipment of products which do not meet grade. Handle conflicts with warehouse foremen, managers and/or owners regarding interpretations and inspection results. Explain decisions on rejection of product for shipment. Explain possible causes of defects or damage and assist management by recommending changes in handling procedures and grading techniques used by warehouse crew, answer questions and explain inspection process and grading procedures, standards and requirements. Encourage compliance with Federal and State laws, rules and regulations and explain the results of noncompliance.

1998 - Present Idaho State Department of Agriculture
Caldwell, Idaho

Supervisor

- Recruit and organize work crew and assign work detail. Establish and prepare work schedule. Monitor progress of work to ensure deadlines are met. Reassign employees to meet changing workload requirements. Analyze workload and employee work habits to determine and justify need for overtime or establishment of other shifts. Ensure adequate supply of work materials and supplies. Review and examine work for accuracy and adherence to proper procedure, standards and requirements. Resolve employee problems and conflicts. Coordinate on-the-job training and answer questions of employees on work procedures. Observe employee work activities and habits to identify substandard performance. Complete performance evaluations. Obtain approval from manager and take disciplinary or dismissal action. Layoff employees at end of work season. Deal with growers and other members of the industry regarding work schedules or delays. Answer questions and explain work progress, process, procedures, standards and requirements. Provide overall supervision of a high-volume sampling and/or contract inspection activity.
- Supervised approximately 85 employees during the potato harvest season to ensure that work was being done correctly.

1978- 1989

Idaho State Department of Agriculture
Caldwell, Idaho

Crew Chief, Contract Potato Crew

- Supervise and coordinate the work activities of a contract inspection crew. Oversee and control progress of work to meet production deadlines. Perform related work as required. Recruit and organize work crew. Establish and prepare work schedules. Monitor progress and flow of work to ensure deadlines are met. Determine need for and recommend to supervisor overtime or establishment of other shifts. Assign work schedules and activities. Ensure adequate staff coverage to meet workload requirements. Review and examine work for accuracy and adherence to proper procedures, standards and requirements. Resolve employee problems and conflicts. Provide on-the-job training and answer questions of employees on work procedures. Complete or provide input for performance evaluations. Assist crew in performing any aspect of inspection work when required. Layoff crew at end of season. Deal with grower and industry representatives regarding work schedules or delays by answering questions and explaining work progress, process, procedures, standards and requirements. Deal with plant personnel regarding equipment problems and answer questions on production schedules and inspection and grading process or results.
- Supervised crew of 35 employees to ensure that grading was done fairly and consistently.

1974 - 1989

Idaho State Department of Agriculture
Caldwell, Idaho

Grader, Contract Potatoes

- Assign initial grade to potatoes according to Federal and State standards and contract specifications. Perform related work. Examine product externally and internally according to standards pertaining to size, shape, varietal characteristics, appearance and degree of imperfection using visual inspection, paring knives, small scales and size rings. Place potatoes in bins by grades and unusable portions. Answer questions from new graders on grading procedures and grading decisions. Work during the harvest period in a high volume production setting characterized by long hours and extended shifts until all samples have been processed. Alternate between internal and external grading work. Stand for prolonged periods of time. Work in extreme cold and heat, wet and humid environments around dirt, fumes, poorly ventilated areas, noise and odors and ability to lift 30 pounds.

Seminars/Courses 1998 - Partners In Quality Auditor Theory Training.

Additional Professional Activities Licensed by USDA/APHIS (Animal and Plant Health Inspection Service) to conduct and issue phytosanitary inspection and certificates.

Professional Memberships Idaho Process Potato Committee

Languages English and Spanish (limited)

References Paula Hanks, Shipping Point Inspector Senior, Idaho State Department of Agriculture, 1119 West Homedale Road, Caldwell, ID 83605

Anna Eveland, Shipping Point Inspector Senior, Idaho State Department of Agriculture, 1419 Willow, Nampa, ID 83651