

## **JOB DESCRIPTION**

Assures the food safety and specifications of products and processes by enforcing quality policies, procedures, and standards. Leads the Quality Assurance Technicians to meet all job requirements.

### **ESSENTIAL DUTIES:**

- Ensures compliance to all regulatory standards including HACCP (Hazard Analysis Critical Control Point), USDA (United States Department of Agriculture), SSOP's (Sanitation Standard Operating Procedures), etc.
- Communicates frequently to QA employees, production associates, Corporate, and government agencies.
- Conducts quality audits such as third party audits, customer audits, and internal audits.
- Ensures compliance of the "Recall and Recovery Plan".
- Collaborates with site and departmental leaders in an effort to develop and maintain the most efficient quality assurance procedures for respective areas.
- Generates ideas to improve quality procedures and participates in development and implementation of new policies, procedures and/or programs.
- Fulfills other duties or responsibilities as required.
- Plans, assigns, schedules, and organizes labor and tasks.
- Determines technician placement based on production requirements and absenteeism.
- Ensures that quality technicians maintain the desired level of department performance by (1) managing quality assurance checks including monitoring AQL's (acceptable quality levels); (2) validating quality checks against production specifications for both attribute and variable data collection and; (3) managing products placed on hold.
- Ensures that quality technicians have the tools, equipment, and resources necessary to perform the job such as pens, markers, stop watches, rulers, calipers, hold tags, inspection tags, paperwork, specifications, picture/color charts where applicable, etc.
- Selects and hires quality assurance technicians.
- Trains and develops all QA technicians. Training may include how to retrieve product specifications from the computer, math skills, how to properly utilize rulers and calipers, how to write SSOP's (Sanitation Standard Operating Procedures), GMP's (General Manufacturing Practices) etc.
- Rewards and disciplines employees. Addresses complaints and resolves problems.
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### **EDUCATION AND EXPERIENCE:**

- HACCP certification preferred.
- Four Year Degree in a Science or Agriculture Related field is required (food science, food technology, animal science, biology, poultry science, meat science, chemistry, etc)
- Minimum of 3 years' experience in the food manufacturing industry in a quality assurance role, preferably the poultry industry (further processed).
- Experience leading hourly employees.
- Bilingual in Spanish a strong plus.
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### **SUPERVISORY RESPONSIBILITIES:**

- Oversees 0-15 hourly employees.

### **TECHNICAL SKILLS:**

- Uses basic math and statistic knowledge to assess data and determine process capabilities.
- Knowledge of Quality Processes and systems including but not limited to: SPC, HACCP, SSOP and GMPs.

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### **PROBLEM SOLVING SKILLS:**

- Manages multiple tasks and projects simultaneously and prioritizes work accordingly.
- Conduct root cause analysis for preventive measures (determine why deviations occur to product specifications or sanitation, product data, etc.)
- Applies basis reasoning skills and carries out instructions furnished in written, oral, or diagram form.
- Ability to read, understand and interpret data and draw logical conclusions based on the available inputs.
- Resolves problems involving variable data and attribute data.
- Applies critical thinking skills in standardized situations as well as non-routine problems.

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### **ADMINISTRATIVE/COMPUTER SKILLS:**

- Tracks employee attendance and maintains applicable employee performance data. Utilizes the computer to validate employee time sheets and records.
- Generates quality policies or procedures in Microsoft Word.
- Uses the computer to check email and send email.
- Compiles data and generates graphic depictions utilizing Microsoft Excel.
- Pulls production specifications using internal software programs and generates reports.

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### **SAFETY SKILLS:**

- Follows Standard Operating Procedures and adheres to safety requirements.
- Generates and maintains JSA's (Job Safety Analyses) for all Quality Assurance jobs.
- Completes accident reports for QA employees and follows up with the plant nurse to review all work related accidents.

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### **PHYSICAL REQUIREMENTS:**

- Occasionally lifts up to 70 lbs.
- Occasional overhead lifting.
- Occasionally walks throughout the facility including over 150,000 square feet. Frequently walks in a defined work area within the facility.
- Frequently stoops, kneels, and crawls.
- Frequently uses visual skills to inspect product, conditions, facility, and people for GMP's (General Manufacturing Practices)
- Occasionally climbs. (May be required to use a ladder to check for cleanliness)
- Constantly subject to wet and cold environments as well as wet and hot environments.
- Frequently talks and receives auditory information.
- Frequently uses fine finger and hand manipulation skills to measure product, pick up paperwork, and operate computer.