



## QUALITY ASSURANCE SUPERVISOR

**Title:** Food Safety & Quality Assurance Operations Supervisor (Internal Auditing & Facility Compliance)  
**Reports:** Quality Assurance Manager

### Position Summary

This position has a joint responsibility for supporting the day to day operations of the quality assurance department and the quality managements systems. Working as a team member in the food safety and quality department, you will work closely with the other food safety and quality assurance Coordinators to lead the department. It requires collaboration with cross functional department members in development and maintenance of all food safety and quality assurance programs.

### Essential Job Responsibilities

- Operational Quality Assurance Activities
  - Oversight to laboratory and verification activities
  - Supports R&D and corporate quality in specification development
  - Works closely with R&D to perform any necessary testing in the plant
  - Supervision of technicians and providing quality coverage in the facility, as needed
  - Supports team adherence with site safety program
  - Member of the HACCP Team
  - Act as a main Food Safety & Quality Assurance point person for the facility, providing coverage for (and substituting as necessary) QA manager, other QA technicians, and other QA coordinators.
  - Escalates and notifies the organization when food safety events and audits occur.
- Compliance
  - Acts as designated facility auditor, managing internal audit programs and GFSI gap analyses
  - Supports development and implementation of internal facility auditing program
  - Perform approved supplier reviews and initiate changes to the FSP to assure supply chain controls
  - Supports development of the facility SQF program
  - Acts as back-up point of contact for regulatory, 3<sup>rd</sup> party, and customer audits
- Quality Management System
  - Documentation development and reviews, including programs, procedures, SOPs and work instructions
  - Support development of Sanitation pre-op inspectional and validation program.
  - Utilize Electronic Asset Management (EAM) system for QMS support
  - Performs investigations into consumer complaints
  - Manage CAPA program and corrective action logs
  - Ensures current specifications are available for finished goods and packaging
- Food Safety & Quality Assurance Review
  - Performs plant facility inspections
  - Utilize document control systems
  - Investigates non-conformances and provides quality hold dispositions as needed

\* Due to the ongoing and dynamic nature of the organization, industry and regulatory changes and developments, the responsibility and focus of the position may change, within the Food Safety and Quality Assurance discipline.

### Minimum Education & Experience:

- Undergraduate degree in Food Science, Biological Sciences (or similar) or equivalent food manufacturing experience
  - Manufacturing operations or direct quality experience
  - Direct regulatory and GFSI QMS systems experience
  - Plant quality and food safety and/or supervisory experience
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**Other Requirements:**

- Understanding of the fundamentals of quality management systems
- Good written and verbal communication skills
- Strong organizational skills and the ability to review/update processes/procedures
- Proficient in Microsoft Office, including Power Point, Excel and Word; Experience with ERP and WMS systems
- Knowledge of electronic record and electronic signature requirements
- Flexible and able to maintain all program and company demands

**Certificates, Licenses, Registrations:**

None