



- C L O U D 9 -
SPECIALTY BAKERY

Job Title: Quality Assurance Technician

Reports to: Quality Assurance Specialist

General Description:

The QA Technician would be responsible for daily pre-operational inspection, conducting various daily, weekly, and monthly monitoring procedures, including record-keeping, raw material COA control, inventory control, deviation reports, and assist in investigating product quality.

Duties & Responsibilities:

- Conducting pre-operational inspection and verifying sanitation during product changeovers
- Monitor product safety and quality, production processes, and personnel GMP practice to ensure the compliance of established food safety procedures
- Verifying production records, performing quality checks, and maintaining lot numbers and inventory control
- Identify, report, and investigate any deviations and assist with implementing corrective actions
- Inspect incoming raw materials and prepare documentation when shipping finished products
- Assisting with annual audits and managing our transition from GMP to SQF certification. SQF entails stringent controls applies from source planning, packaging, delivery to retail store, leading improved consistency in food safety for farmers, consumers and the environment.
- Sourcing organic ingredients and assisting in maintaining our organic certified status
- Assisting the QA Manager in obtaining our Non-GMO Project verification certification
- Investigating how we can reduce the environmental impact by improving our plastic and paper waste recycling program
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Skills and Experience:

- Knowledge of HACCP, FSEP Prerequisite Programs, SOPs, GMPs
- Knowledge of GFSI (SQF) would be considered an asset
- Strong computer skills – Microsoft word, excel
- Self-directed, detail-orientated, ability to recognize and resolve non-compliant issues
- Strong time management skills and well organized
- Excellent written and oral communication skills



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Schedule:

Monday to Friday 8:30am to 5pm

Eligibility:

- be Canadian post-secondary graduates
- be 30 years or younger when they started the internship
- not have been previously employed full time by the applicant
- not have participated in any other Youth Employment Strategy programs (ie. Career Focus)
- be a Canadian citizen or permanent resident

Responses should be sent to: Monica Tang (monica@cloud9specialtybakery.com)