



Job Description Quality Assurance Director

Document: JD-QA	Issue Date: 10/28/2021	Author: Leah Isenhour
Verified By:	Verification Date:	Revision No: R-02
Validated By:	Validation Date:	Revision Date: 7/11/2022
Supersedes: Original	Revision Description: Added Acidified Foods Manufacturing School Certified to the required certifications for the QA Director position	

Summary:

The primary role of the Quality Assurance Director is to ensure compliance with regulatory requirements and guidelines, internal quality, food safety standards, and policies. The Quality Assurance Specialist is to create, implement, and monitor quality assurance programs and procedures to assure conformance of incoming ingredients, materials, and finished products to established specifications and quality standards.

Primary Responsibilities:

The duties for this position include, but are not limited to, the following:

- Monitor GMP and food safety programs
- Conduct HACCP and GMP training with the help of Production Manager to assure training is available in both English and Spanish
- Interact with FDA, USDA, and third party auditors
- Supervise pre-requisite programs
- Manage environmental monitoring program
- SQF Practitioner
- HACCP Coordinator
- Perform product analyses and record review of all products
- Maintain lab supplies and equipment to include routine cleaning and restocking
- Daily checks of pH, cooler and freezer temperature, and documentation of said checks
- Analyze and evaluate products and data to ensure all products meet specification noting deviations and performing Corrective Actions and Root Cause investigations
- Administering HACCP program and releasing product after record reviewing CCP monitoring of batches.

Qualifications:

An eligible Quality Assurance Specialist will meet the following requirements:

- Bachelors of Science in Food Science or equivalent study



Job Description Quality Assurance Director

Document: JD-QA	Issue Date: 10/28/2021	Author: Leah Isenhour
Verified By:	Verification Date:	Revision No: R-02
Validated By:	Validation Date:	Revision Date: 7/11/2022
Supersedes: Original	Revision Description: Added Acidified Foods Manufacturing School Certified to the required certifications for the QA Director position	

- 3-5 years of industry experience in a supervisory role
- Must demonstrate proficient computer skills, strong verbal and written communication skills throughout all levels of the organization
- Ability to follow company guidelines and work with peers to achieve the overall goals of the company
- HACCP Training
- Acidified Foods Manufacturing School Certified
- PCQI Certified
- Ability to create and implement quality programs, and the ability to analyze production plants in order for quality plans to fit within the organization process flow

In the event the Quality Assurance Director is unavailable or absent from the plant, the Production Manager absorbs these responsibilities until the QA Director is able to return to the plant.

Revision No.	Date of Revision	Revision Description	Author
R-01	12/3/2021	Job title changed from "Quality Assurance Specialist" to "Quality Assurance Director"	Leah Isenhour
R-02	7/11/2022	Added Acidified Foods Manufacturing School Certified to the required certifications for the QA Director position	Leah Isenhour