

QUALITY ASSURANCE MANAGER JOB DESCRIPTION

<u>Title:</u>	Quality Assurance Manager	<u>Class:</u>	N/A
<u>Reports To:</u>	Plant Manager	<u>FLSA Status:</u>	Exempt
<u>Location:</u>	Bladenboro, North Carolina	<u>DATE:</u>	07/27/2022
Salary – commensurate with experience			

Summary Description:

As an associate of our company we ask that you embrace our core values of good character, teamwork, winning attitude and excellence in all we do. Our foundation has been built around a quality safe product. With focus on the well-being of our customers, community and fellow team members we enhance our core value and build upon our foundation.

We expect you as a team member of Integra Foods to:

- Follow all safety rules, company policies and be knowledgeable about GMP's, SSOP's, and SQF Policies;
- Be HACCP Certified; SQF practitioner is a huge bonus!
- Have a positive attitude toward all company policies, rules, goals and fellow company associates;
- Verbalize company safe quality foods culture on a daily basis.

The following is a list of duties expected to be followed. This list is not all inclusive and can be changed, added to or deleted from as Management deems necessary.

Job Duties and Responsibilities:

- Manage QA Staff and sanitation crew;
- Perform disciplinary action on employees that do not follow company product safety policies;
- Help with maintaining QA supplies and help reduce costs; work with Purchasing manager to be cost innovation;
- Investigate customer complaints
- Develop and/or update QA forms
- Perform trend analysis on microbiological data, NR's customer complaints
- Perform quarterly audits such as GMP, verification, pest control and glass/plastic audits
- Review HACCP paperwork to ensure CCP compliance daily
- Review SSOP paperwork and ensure operation is processing under sanitary conditions daily
- Access microbiological test results (pre-operational or in other capacities)
- Preserve a good relationship with USDA and Production Management

- Help facilitate samples for customers and/or microbiological testing
- Collect and evaluate AQL data
- Place product on hold that does not meet specifications or compliance
- Monitor sanitation practices
- Verify returned product and determine root cause of return
- Validate all food safety and process control procedures
- Perform continuous training on QA technicians
- Responsible for implementing and monitoring SQF
- SQF Practitioner

Supervision:

- Works under supervision of the Plant Manager.

Qualifications/Experience/License:

- Must successfully complete HACCP, SSOP and thermometer calibration training within the first 30 days of accepting position. As well as any procedure training that involves the QA department.

Educational Requirements:

- College degree or 5 years of equivalent experience in food processing quality assurance.
- HACCP certified.

Physical/Mental Requirements:

- Physically fit to work in all areas of the plant. Requires standing, stooping, twisting, bending activities and lifting of 50 or more pounds on an occasional basis. Must have good written and oral communication skills. Must have good interaction skills. Ability to read, understand and communicate USDA and company standards a must. Attention to detail, particularly with written documentation and relevance to regulatory and company requirements is necessary. Good math skills. Must be able to add, subtract, and multiply work with percentages, fractions, decimals, greater than, less than and basic formulas. Requires basic computer skills for data entry into Excel spread sheets.