

Country Snacks MFG, Inc.
Job Description

JOB TITLE: FS/QA Manager
DEPARTMENT: Operations
REPORTS TO: Packaging Plant Manager

For more information contact:
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GENERAL PURPOSE OF THE JOB:

- To champion at the plant level our commitment to producing food-safe and high-quality snack foods.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Maintain fundamental food safety programs (including Master Cleaning Schedules/Sanitation SOP, GMPs, Integrated Pest Management, Food Safety Consumer Complaints, Recall/Traceability, Chemical Control, Allergen Control, Supplier Certification; FM Control).
- Track Consumer Complaints; Submit period action plans to customers and to corporate office.
- Respond to Corporate CARs within 7 days. Issue local plant CARs as needed and follow through to completion. Trend issues.
- As Food Safety Team coordinator, hold weekly, scored meetings. Review repeat deficiencies and develop strategies that address the root cause.
- Lead the Plant Quality Team, hold weekly meetings. Forward notes of meeting to **QA Director**.
- Lead daily Foreign Matter Hunts, log all findings.
- Perform daily plant walk-throughs.
- **Manage descriptive and key product attributes for accuracy and completeness.**
- Routinely monitor frying process ensuring optimum temperature, oil quality/level, and through-put.
- Monitor and report process capability.
- Manage the HACCP and FSMA Food Safety Plans.
- Maintain an active and transparent Food Safety / Quality 'score card' system.
- Coordinate responses to USDA and FDA; review all NRs for accuracy and consistency.
- Ensure metal detectors are checked and calibrated as specified.
- Oversight of plant SQF implementation and maintenance. Maintain, verify and validate SQF programs. Complete validation forms each month based on the SQF Verification/Validation Schedule. Conduct monthly Management Review meeting.
- Maintain and execute Environmental Program and post-sanitation ATP checks.
- Order Sanitation chemicals, safety equipment, and cleaning utensils.
- Order lab chemicals; maintain and calibrate laboratory instruments.
- Monthly Food Safety Inspections of the entire facility. Maintain records of the inspections. Follow up on corrective actions including work orders generated as a result of the inspections.
- Coordinates and assists with employee training.

ADDITIONAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Participate in Mock Recalls four times per year;
- File all Quality/Food Safety Systems Paperwork; (USDA records kept separate from all other records);
- Review sanitation records for completeness, repeat deficiencies and trends.
- Review and maintain lab equipment; correlation and calibration records activities.
- Perform locker inspections.
- Maintain Hold Log.
- Participate in weekly USDA exit meeting.
- Maintain Glass/Brittle Plastic/Ceramics Register

- Assist with maintaining overall cleanliness of the facility; perform periodic RFC Pre-Op/MSS inspections;
- Actively involved in daily product reviews, coordinate Market Review activities

EMPLOYEE SAFETY RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Understanding basic electrical Lock Out Tag Out principles.
- Wear hearing protection where required.
- Follow all common employee safety practices including proper PPE where necessary.
- Understanding of SDS sheets and the safe use of chemicals.

FOOD SAFETY RESPONSIBILITIES:

- Understanding of Good Manufacturing Practices (GMP).
- HACCP certified.
- SQF Practitioner.
- Good understanding of the AIB and SQF audit processes.
- Ability to identify food safety violations in the production area.
- Excellent understanding of food safety regulations.

EDUCATION AND/OR EXPERIENCE:

- Three to Five years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree (B. A.) from four-year College or university a plus but not required.

LANGUAGE SKILLS:

- Ability to read and comprehend instructions, correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Understanding of statistical process controls.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

How often are the following performed:			
	Frequently	Occasionally	None at All
Bend		X	
Squat		X	
Kneel		X	
Climb			X
Reach	X		
Twist	X		
Rotate	X		
Crawl			X
Stand	X		
Walk	X		
Taste/Smell	X		
Push/Pull	X		

Vision requirements:		
	Yes	No
Near Vision	X	
Distance Vision	X	
Color Vision	X	
Peripheral Vision	X	
Depth Perception	X	
Ability to Adjust focus	X	
Special Vision Requirements		X

Work Environment			
	Frequently	Occasionally	None at All
Wet or humid conditions (non-weather)		X	
Work near moving mechanical parts		X	
Work in high, precarious places			X
Fumes or airborne particles		X	
Toxic or caustic chemicals			X
Outdoor weather conditions			X
Extreme cold (non-weather)			X
Extreme heat (non-weather)			X
Risk of electrical shock			X
Work with explosives			X
Risk of radiation			X
Vibration			X

Lifting, pulling and pushing requirements			
	Frequently	Occasionally	None at All
Up to 10 lbs.	X		
Up to 25 lbs	X		
Up to 50 lbs	X		
Up to 75 lbs		X	
Up to 100 lbs			X
Over 100 lbs			X

Noise Conditions		
	Yes	No
Very quiet		X
Quiet conditions		X
Moderate noise		X
Loud noise	X	
Very loud noise		X

Is there Repetitive Movement and Use of Hands			
	None	Simple Grasping	Fine Manipulation
Right Hand			X
Left Hand			X

JOB DESCRIPTION PREPARED BY:

Name: Harvey Lockaby
 Title: Quality Assurance Supervisor
 Date: August 29, 2018
 Revised: July 13, 2021

BASIS FOR KNOWLEDGE OF JOB:

- X Hold job now
- Supervise job
- Other, explain: