



HARVEST TIME FOODS, INC.
3821 Emma Cannon Road
Ayden, NC 28513

EJD.401

FSQA Supervisor Job Description

Title: Food Safety and Quality Assurance Supervisor
Department: Quality
Reports to: Director of Operations

General Duties

Ensures that all products meet company specifications by monitoring control points and assuring products are within company regulatory standards for quality and food safety.

All Employees are responsible for:

- Set daily example by wearing proper PPE.
- Lead and direct Food Safety standards and environment.
- Maintain constant control of any deviations from Quality System with segregation of any product that may be suspect.
- Pre Operations and End of Shift observations of sanitary conditions.
- Help out with other duties as needed.

Responsibilities

Food Safety

Ensure Compliance to the following:

- Hazard Analysis and Critical Control Points(HACCP)
- Sanitation Standard Operating Procedures(SSOP)
- Good Manufacturing Practices(GMP)
- Environmental Sampling
- Other relevant Food Safety Procedures(i.e., Pre-Requisite Programs)

Quality and Regulatory

- Monitor ingredient and supply storage in warehouse for proper rotation & usage of materials.
- Capable of performing Trace/Recall on all materials for potential recall.
- Monitor incoming and outgoing shipments.
- Verification of adherence to product and material specifications.
- Verification of manufacturing activities.
- Appropriately isolate non-conforming product.
- Monitor all prerequisite programs.
- Oversee sanitation of equipment as described in the SSOP program.



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Physical Abilities Required

- Lifting up to 40 lbs.
- Constant standing and walking.
- Occasional pushing and pulling.

Equipment Used

- Computer
- Illuminometer
- Infrared thermometer

Replacement

- The Director of Operations will assign a trained individual if the regular FSQA Supervisor is not available.