|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Job Title | QA Technician | Department | Technical |
| Function | Technical | Site | Fakenham |
| Date | 07/08/19 | Approved by  (manager) | Russell Nearn |

|  |
| --- |
| SECTION 2 – JOB SUMMARY |
| A shift based position within the Technical Department, the key role is to maintain and improve the factory standards through the site quality management system. The QAT position will help ensure the manufacture of safe, legal, high quality chilled and frozen meat free products. The role requires the position to work with the Operations, Engineering, Process and NPD functions to drive improvement in Technical standards across the site |

|  |  |
| --- | --- |
| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| **Quality & Safety**   * Complete and maintain accurate up-to-date quality records as required by the Quality Management System. * Monitor and review foreign body risks and controls on site * Assist in the investigation and closing out of non-conformance incidents * Support and manage the control and disposition of held materials * Ensure site quality and food safety databases and logs are maintained and up to date * Audit compliance of the sites critical control points. * Check and test calibration of weighing and temperature recording equipment. * Carry out verification of cleaning through the inspection and swabbing. * Collect samples for external analysis, microbiological, chemical and others as required. * Collate and Provide information for the departments key Performance Indicators (KPIs) * Work collaboratively with other departments to drive a strong food safety and quality culture | 65 |
| Environment Hygiene, Health & Safety  * Assess environmental conditions and make recommendations for improvements. * Assess H&S standards and report hazards. * Carry out internal hygiene and GMP audits in accordance with schedules to ensure adherence to procedures. | 15 |
| **Testing of Materials**   * Take samples of raw materials, finished products and environmental swabs for microbiological assessment. * Provide accurate records of testing and suggest corrective action where there is non-compliance. * Provide cover for Raw materials Quality assessment process when nexessary | 5 |
| Product Specifications  * Take samples/weigh/measure/count/taste products, both incoming and finished products. Release or reject finished products in accordance with results. * Manage the taste panel and collect and record the required data. * Record and report results. * Carry out inspections on intake and despatch. | 5 |
| Project Work  * Carry out project work including assignments to make on site improvements and assist with new product development and process initiatives. * Carry out other Technical projects as required. * Be an acive member of the sites quality improvement teams including customer complaint reduction plans * Provide support for the NPD trials and launches | 10 |

|  |  |
| --- | --- |
| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | * Educated to equivalent of Secondary Education. |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | * Food manufacturing experience. * Good Numeracy and literacy skills are essential, Food Hygiene certificate is preferred. Good written and spoken English skills. * Knowledge of food manufacturing processes would be an advantage. * Manual Handling is part of this requirement with weights up to 2 kg up to 9kg that require moving. * Previous experience of working in the food industry in Technical / QA is desirable. |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | The post holder is expected to carryout the following duties in order to fulfill the position to a satisfactory level:   * Adhere to Company’s Equal Opportunities and Health & Safety Policies and other company rules. * Ensure high quality standards and hygiene are maintained. * Demonstrate a positive and committed attitude. * Support a culture of continuous improvement. * Show commitment to personal and team development. * Demonstrate a flexible approach. |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility   * None | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

|  |  |
| --- | --- |
| SECTION 6 – CONDITIONS OF ROLE | |
| State any conditions for role  (e.g. Travel requirements, site specific/multi-site, Physical conditions i.e. Hot/Cold, indoors/Outdoors, hazardous, etc) | Chilled manufacturing environment working in hot and cold temperatures, with noise and moving hazards. |

|  |  |  |
| --- | --- | --- |
| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 3 |
|  |
|  | Reports to (Job Title) | Site Technical Supervisor |
|  |
|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| SECTION 8 - SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |