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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Fully Skilled Quality Assurance Technician | Department | Technical |
| Function | Technical | Site | Fakenham |
| Date |  | Approved by  (manager) | Gayle Wilson |

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| SECTION 2 – JOB SUMMARY |
| To audit and develop the company quality procedures ensuring safety of all products manufactured.  Must be competent in the operating of all quality management systems.  Insure implementation of all Quality Management systems and understanding of the QM Systems/ procedures to whole factory.  To train and supervise existing and new QA’s in their roles.  To assist Quality Manager/Technical Supervisor with customer and site KPI reports, complaint handling and associated meetings and keep Technical notice board up to date.  Updating the Quality Management system under the guidance of the Quality Manager.  Assisting with customer / third party audits.  Will drive continuous improvement with the department.  Ensure all non conformances raised are closed out within the relevant time frame  Contacting suppliers with regards to customer complaints – managing the complaint process, completing reports and making sure that all information has been received within proper time scale  Contacting Suppliers with regards to any outstanding COC’s / COA’s, collecting them, assessing, logging and filling.  To work in all area’s of the factory including covering Raw Material Intake, assessing incoming loads and ensuring they meet specification. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | | % OF TIME |
| Safety and Quality  Full understanding of the critical control points and able to ensure control is adequate at all times.  Arranging the verification and calibration of weighing scales equipment and temperature measurement equipment, x-rays, tray washers and ovens.  Ensuring monitoring of the Hygiene Management System is completed including swabbing and titration and water samples are completed and recorded on matrix.  Arranging sample collection for external analysis, microbiological, nutritional, chemical and others as required including checking results and arranging re-test and investigation into OOS results. Will resolve any irregular results or issues arising during lab testing. All results to be logged on the matrix. | | 25% |
| Hygiene & Housekeeping  Scheduling and completion of hygiene & GMP, G&P audits and others as necessary and communicate action points with the other departments.  Raise Hygiene request forms as required. | | 25% |
| Quality Management System  Keeping the Quality Management System and paperwork up to date in a timely manner in line with manufacturing requirements. This will include amongst other things record sheets and training instructions / standard operating procedures and process change forms.  Must be fully proficient at operating all x-ray machines on site, including setting new programmes, changing settings, dealing with rejects and be confident in completing all start up checks to ensure any operating issues are raised/retrained as required.  Allocating all Validations and insuring they are completed correctly in the required time frame. | | 20% |
| Production Evaluation  Assess raw materials, work in progress (WIP) and finished product against the relevant specification carrying out physical, chemical and organoleptic assessment as appropriate.  Attending / assisting with process trials, as applicable. | | 20% |
| Project Work  Carry out project work and report work as required by Quality or Technical Manager. Carry out work according to project brief. Report findings and conclusions to QA and other relevant departments. | | 10% |
| SECTION 4 – EDUCATION & EXPERIENCE | | |
| Education Level (i.e. Degree, Prof. Quals., etc) | Food Safety Level 2 minimum (working at level 4) HACCP Level 2  Internal Auditing qualification  Good understanding of English and Maths.  Food Microbiology  Chemical Handling  Pest Awareness  Sensory Training | |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Minimum 2 years within QA Role | |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Highly Motivated, must lead others by example. Must be able to organise and file large quantities of data in a logical easy to access way.  All tasks must be completed in a timely manner. Must be able to use own initiative.  Must demonstrate a flexible approach. | |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility  Raising of Pos in line with company procedures | Direct/Indirect Budget | Size/Amount |  |
| Other key dimensions  (.e.g. sales, products, skus, reports, invoices, etc  Please put description and numbers |  | | |

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| 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) | Site specific,  Working within the factory which in parts is a chilled / frozen environment  Some physical lifting requirements (>20kg)  Must have good level of the English language both spoken and written. |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) |  |
| QA |
| Supervisors | Reports to (Job Title) | Quality Manager |
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|  | **PLEASE ENSURE YOU ATTACH CURRENT ORGANISATION CHART** | |
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| SECTION 8 – SIGNATORIES | | | |
| Job Holder Signature |  | Manager Signature |  |
| Name |  | Name |  |
| Date |  | Date |  |