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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | Raw Material Technician | Department | Technical |
| Function | Technical | Site | Lakeside |
| Date | 13th July 2020 | Approved by  (manager) | Technical Manager |

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| SECTION 2 – JOB SUMMARY |
| Primarily to oversee all aspects of Raw Material adherence to specification at intake.  Complete technical audits to schedule.  Support all other aspects of the technical function (where required). |

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| SECTION 3 – KEY ACCOUNTIBILITIES | % OF TIME |
| Safety and Quality  HACCP auditing and the measurement of the critical control points.  Checking and testing of the calibration of weighing equipment and temperature measurement equipment.  Verification of cleaning through the Hygiene Management System including swabbing and titration.  Sample collection for external analysis, microbiological, chemical and others as required. | 10% |
| Hygiene & Housekeeping  Carry out hygiene audits according to schedule.  Discuss results with other departments and arrange the necessary corrective actions.  Carry out glass audit/foreign body and fabrication audits and others as necessary and communicate action points with the other departments.  Report to and work with the Shift Manager on any hygiene and housekeeping issues arising on shift.  Conduct Complaint root cause analysis investigations and implement corrective& preventative actions to prevent re-currence. | 25% |
| Quality Management System  Update the quality Management System in a timely manner in line with manufacturing requirements. This will include amongst other things record sheets and training instructions / standard operating procedures. | 10% |
| Production Evaluatuation  Raw material assessment and work in progress (WIP) against the relevant specifications carrying out physical, chemical and organoleptic assessment as appropriate.  Liaise with supplier on non conformances investigations. | 50% |
| Project Work  Carry out project work and reports work as required by QA Manager or Technical Manager. Carry out work according to project brief. Report findings and conclusions to QA and other relevant departments. | 5% |

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| SECTION 4 – EDUCATION & EXPERIENCE | |
| Education Level (i.e. Degree, Prof. Quals., etc) | HACCP L2 or L3  Food Safety L3 |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Preferred – A minimum 1 year Quality Auditor experience – is able to demonstrate clear understanding of Food Safety and HACCP principals.  (However to the right candidate training can be arranged) |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Good understanding of the English language and Maths.  Computer skill set essential – Confidence in usingWord and Excel applications.  Able to work on own initiative, self motivated. |

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| SECTION 5 – DIMENSIONS & SCOPE | | | |
| Budgetary Responsibility  Raising of Position 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 the main is a chilled environment |

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| SECTION 7 – POSITION IN ORGANISATION | | |
| **Peer Positions (list below)** | Team Size (if none put 0) | 8 |
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|  | 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 |  |