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| SECTION 1 – IDENTIFYING INFORMATION | | | |
| Job Title | New or Temp. Quality Assurance Technician | Department | Technical |
| Function | Technical | Site | Clitheroe |
| Date |  | Approved by  (manager) |  |

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| SECTION 2 – JOB SUMMARY |
| To work with the other departments within the factory to ensure that standards of hygiene and food safety are upheld and maintained. |

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| SECTION 3 – KEY ACCOUNTIBILITIES | | % OF TIME |
| Safety and Quality  HACCP auditing and the auditing 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. | | 25% |
| Hygiene & Housekeeping  Carry out hygiene & GMP 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. | | 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. | | 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 reports 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) | Good understanding of English and Maths.  Food safety Level 2  HACCP level 2 | |
| Years Experience (i.e. Relevant experience, Industry Experience, Management level experience, etc) | Minimum 1 years experience in FMCG manufacturer | |
| Key Capabilities and Characteristics (Interpersonal skills, specific competencies, specific skills, etc) | Highly Motivated, and keen to learn and develop new skills.  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, Clitheroe.  Working within the factory which in parts is a chilled / frozen environment  Some physical lifting requirements (>20kg) |

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