

**Berber Food Manufacturing
Mi Rancho
Elk Grove, CA**

JOB DESCRIPTION

JOB TITLE: Quality Assurance Supervisor
STATUS: Exempt, At Will
REPORTS TO: Director of QA, Food Safety & Sanitation
DIRECT REPORTS: QA Inspectors and SQF Practitioner

Objective: The QA Supervisor is responsible for supporting the Director of QA, Food Safety & Sanitation in developing, implementing and enforcing Food Safety Programs for Mi Rancho. This position plans and directs activities concerned with the development, application, and maintenance of quality standards. With the direction of the Director of QA, Food Safety & Sanitation, the QA Supervisor assists leading the plant in assessing food quality and safety and other initiatives to improve products and processes related to quality, food safety and consistency. The QA Supervisor assists the Director of QA, Food Safety & Sanitation in providing quality and food safety leadership to employees. Participates in/leads projects to improve plant quality and food safety performance. The QA Supervisor will be responsible for implementing and maintaining SQF compliance.

Education & Experience

1. Bachelor's degree in Food Science or equivalent field of study or 5 + years of work experience in QA.
2. Minimum 5 years' experience in Food Manufacturing.
3. Experience with USDA, FDA or CA Dept. of Food & Agriculture guidelines/requirements.
4. SQF Certified Practitioner and Experience and must
5. Experience working with Kosher, Organic and AIB programs.
6. Minimum 1 to 2-years' experience in a leadership role.

Minimum Required Qualifications:

1. Must have the ability to manage new and multiple projects from conception to commercialization.
2. Adept at working independently and cross-functionally, managing multiple projects and short timelines, and working in fast-paced environment. Able to communicate and manage project needs cross-functionally.
3. Ability to multitask and work under pressure and time constrained situations and adapt to quickly changing priorities across multiple projects.
4. Strong organizational, communication and analytical Skills.
5. Ability to interact with all management levels.
6. Must have excellent time-management skills.
7. Strong attention to detail skills
8. Must have proficient math skills.

9. Must have proficient problem-solving skills.
10. Must have proficient training, coaching, and interpersonal skills.
11. Must be an excellent team player.
12. Must be self-motivated.
13. Must be computer literate – Word, Excel, etc., Must be able to learn and work with company ERP system.
14. Must be able to fulfill essential job function in a consistent state of alertness and safe manner.
15. Must adhere to a drug and alcohol zero tolerance policy.
16. Strong follow-through, integrity, and sound judgment.
17. Flexibility to work off-shifts as needed including weekends to manage staff efficiently.
18. Bilingual Spanish/English a plus

Trainings/ Certifications Required:

- HARPC/ PCQI Certified
- SQF Implementation & Auditing Certified
- SQF Internal Auditing Training

Training Method:

- Food Safety Plant
- Good Manufacturing Practices (GMP's)
- Standard Operating Procedures (SOP's)
- Standard Sanitation Operating Procedures (SSOP's)
- Microbiological Methodology Training
- Chemistry Methodology Training
- First Aid Training
- Safety Training
- Food Audit Training
- QAI Training
- Environmental Awareness Training
- Regulatory Agency Awareness (i.e. FDA)
- Product Quality – Standards and Specifications
- Company Line of Products

Main duties and responsibilities:

1. Support Director of QA, Food Safety & Sanitation with all QA activities (fill in when and as required).
2. Responsible for enforcing all company rules, policies, and procedures.
3. Responsible for overseeing, training, disciplining, and coaching of QA Staff as needed.
4. Responsible for conducting formal and informal (continuous feedback) employee performance appraisals.
5. Oversee raw materials policies.

6. Enforce and administer Food Safety Program including Metal Detection.
7. Conduct annual system review of SQF Program, Food Safety Plans, and Prerequisite Programs, including verification and validation activities.
8. Enforce and administer Weight Control Program.
9. Enforce and administer GMP Program.
10. Responsible for verifying company compliance to third party standards (such as SQF, AIB, NSF, QAI, Non-GMO, etc.), to achieve outstanding results.
11. Maintain up-to-date and organized QA records.
12. Enforce Product Specifications.
13. Enforce and administer outside lab samples program.
14. Enforce and administer and audit effective Preoperational Inspections to assure proper cleaning and sanitation of equipment.
15. Enforce and administer "Hold and Release Program".
16. Enforce and administer Pest Control Program.
17. Enforce and administer Recall Program.
18. Manage Quality Assurance/Control Processes and Procedures (writing and implementing them as needed).
19. Perform Plant Audits.
20. Conduct and understand product testing (Physical, Microbiological & Chemical).
21. Promote an open and relaxed atmosphere to promote employee creativity and motivation.
22. Enforce and administer product-handling requirements.
23. Audit and enforce production floor policies and procedures assuring SQF compliance.
24. Enforce and administer chemicals labeling policy.
28. Maintain and promote a firm safety discipline and enforce company safety policies. Report unsafe acts and conditions and take disciplinary action as needed.
29. Train and inform employees on the high costs of materials handling to help them understand the importance of using care at all times.
25. Responsible for keeping personnel motivated, productive and well informed.
26. Responsible for maintaining excellent and professional employee relations.
27. Responsible for promoting team work at all levels and between the departments.
28. Assist Director of QA, Food Safety & Sanitation to develop and update job descriptions.
29. Must be familiar with Maintenance Department procedures and submit Work Orders when needed.
30. Assist Production Department when and where required.
31. Other duties as assigned.

Working Conditions

- Will work in front of a computer for a period of time, continual walking and standing on hard surfaces, climbing and descending steps.
- Continual bending, stooping, reaching, pulling, pushing, and lifting up to 30 lbs.
- Exposed to cool, hot temperatures and noise.
- Will be required to work modified schedules including weekends when and as needed based on QA department needs.
- This is not a remote position.

This Job Description may not be complete and is subject to change at any time.

Effective Date: _____

QA Supervisor: _____

Director of QA, Food Safety & Sanitation: _____