



Job Role & Responsibilities

Job Role:	Food Safety and Quality Assurance Manager
Reports to:	Food Safety and Quality Assurance Director
Revision Date:	3/4/2019
FLSA Status:	Exempt

Summary of Position:

The Food Safety and Quality Assurance (FSQA) Manager is qualified to give direction related to food safety and product quality in any area needed in the plant. The FSQA must demonstrate strong communication and investigation skills particularly when handling quality related issues and subsequent corrective/preventive actions.

Essential Duties for all Employees:

- Maintain a clean and safe work environment that promotes work safety and product integrity.
- Must follow all Safety, HACCP & GMP requirements at all times.
- Adaptable to a fast paced environment.
- Willing to be flexible to accommodate changing business conditions.
- Ensure cleanliness around facility, freezer and production area.

Job Specific Duties & Responsibilities:

- Manage food safety programs including, but not limited to: pest control, environmental monitoring, customer complaints, hold and release, recall/traceability.
- Oversee the food testing program; including finished product sampling, ATP testing, environmental swabbing. Ensure appropriate action taken for out of specification results.
- Facilitate and lead first, second and third party food safety/quality audits and serve as primary contact for FDA visits.
- Responsible for understanding and ensuring compliance to all applicable food regulations (national, state, local and customer.)
- Complete daily review of FSQA paperwork for accuracy and positive release program.
- Manage internal food safety and quality controlled document systems, nonconformance, CAPA, change control, internal audit and other FSQA programs.
- Manage issues with non-conforming product; manage hold inventory/disposition, minimize losses and provide preventive action plan to eliminate future occurrences.
- Provide leadership and technical support in quality management systems, HACCP, FSMA/Food Safety Plan, National Organic Program, validation and verification activities, and customer requirements.
- Responsible for understanding and complying with the Global Food Safety Initiative Standards (GFSI)
- Strong collaboration skills and ability to build relationships and meet goals with employees and customers at all levels of the organization, differing styles, and multiple functions.
- Provide training program information to production workers and other staff on process controls, HACCP, Allergens, GMPs, Sanitation and other Food Safety and Quality requirements. Communicate food safety and quality requirements with production, maintenance, sanitation

Qualifications:

- B.S. in Food Science, Microbiology or similar degree with 5+ years of progressive food industry experience in food safety and quality assurance.

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- 2 to 5 years of experience in quality system design and management.
- Experience with and understanding of US regulations including FSMA. PCQI certification preferred.
- Experience with auditing and training.
- Expertise in implementing and maintaining GFSI food safety and quality management programs.
- Strong written, verbal communication and presentation skills.
- Knowledge of continuous improvement methodologies, statistical process control and root cause analysis programs.
- Ability to work independently
- Knowledge of Organic, Kosher, Halal certification programs

Physical Requirements:

Most duties require sitting, standing and walking. Certain tasks may require bending and lifting. The FSQA supervisor works in office, laboratory and food processing areas. The job may require climbing up and down ladders.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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