



## Job Role & Responsibilities

Job Role:	Quality Assurance Project Specialist
Reports to:	FSQA Manager (site specific)
Revision Date:	4/20/2021
FLSA Status:	Non-Exempt

### **Summary of Position:**

The Quality Assurance Project Specialist is responsible for completing projects/reports assigned by the Quality Manager and/or senior management team. This position requires a high level of coordination between departments and excellent project organization skills. The Project Specialist will need to document the results of studies and communicate project outcomes to the senior management team. The Project Specialist will lead process validation studies, new product validations and line studies for ongoing improvement and compliance to regulatory requirements. This role will support the quality assurance and compliance department needs as it arises. Based on experience and training the Project Specialist may be the delegate for some FSQA manager duties.

### **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:**

1. Completion of assigned projects.
2. Line studies
3. Validation studies
4. Process analysis for product efficiencies and deficiencies
5. Procedures and Form creation based off of findings
6. Document Management as needed
7. Participate in continuous improvement teams, such as the Internal Audit team.
8. Cross-training on key processing equipment
9. Trial studies- new or potential R&D products
10. Tracking and trending of key department items
11. Raw material grading program
12. Foreign material analysis

### **Qualifications:**

1. College degree in Food Science and Technology, Biology, Chemistry or related field.
2. Some agricultural, food processing experience preferred.
3. Attention to detail for record-keeping.
4. General understanding of manufacturing process and equipment.



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5. Ability to follow directions.

### **Physical Requirements:**

Type	Rarely 0 - 12%	Occasionally 12 - 33%	Frequently 34 - 66 %	Regularly 67 - 100%
Standing/Walking			x	
Climbing/Stooping/Kneeling		x		
Lifting/Pulling/Pushing		x		
Grasping/Feeling				x
Sitting				x

### **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.

### **Equal Employment Opportunity**

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