

XYZ Company

Job Description

Name: Susan Brown

DOH: 4/12/2009

Job Title: QUALITY ASSURANCE MANAGER

Department: QUALITY ASSURANCE

Level: Manager

Reports to/Title: DIRECTOR OF OPERATIONS

FLSA Status: Exempt Non-Exempt

Job Summary: Quality Assurance Managers supervise department staff to ensure the products are in compliance with laws, specifications also responsible for testing, inspecting and making adjustments to products in development on a daily basis.

Duties & Responsibilities:

Responsible for

1. Maintenance of Quality Systems
2. Participate with Technical Services Manager on Yearly re-assessment of all HACCP Plans as required by USDA
3. Maintain Recall/Product Recovery Plan and Crisis Management program
4. Coordinator of Product Recovery Plan and Crisis Management/Mock Recalls
5. Responsible for developing Micro Guideline Monitoring Program in collaboration with QA Microbiologists
6. Periodic review of Micro Sampling Plans with QA Staff
7. Responsible for Quality Control/ Quality Assurance Department
8. Responsible for all records review/records maintenance
9. Maintain and yearly review Supplier documentation on all areas related to Quality Assurance.
10. Responsible for all Regulatory Plant Inspection
11. Responsible for all Third Party Audit
12. Responsible for Quality related customer complaint responses.
13. Responsible for maintaining self audit program.
14. Responsible for training all QA staff.
15. Collaborates with QA staff on:
 - a. Sanitation Plan and Cleaning Procedures
 - b. Yearly Plant Audit
 - c. Compliance to Regulatory directives regarding intervention steps for control of pathogens
 - d. Training and special projects
 - e. Pest Control
 - f. Plant Sanitation
 - g. Daily plant issues and operations
 - h. Creating and maintenance of Product Information Books
16. Assist updating EZ Label File System when Technical Service Manager is absent.
 - ❖ Training QA Staff on the use of the Program
17. Responsible for coverage of QA Technologist responsibilities as required (i.e. vacation; sick days)
18. Responsible for creating any additional Excel forms for records.
 - ❖ Update of forms as needed

Goals: Lead the Company to achieve Superior Ratings on internationally recognized Quality Systems.

Qualifications: Strong analytical skills, excellent leadership skills, strong verbal communications

Education/Experience: B.S. Degree, Minimum 3 years of food plant experience; must have knowledge of GMP's, USDA, and HACCP. Computer literate in MS Office.

Other pertinent data:

Reviewed by:

Approved by:

Date:

Date: