

Quality Assurance Supervisor



POSITION SUMMARY

This position is responsible for the supervision of all Quality Assurance functions to ensure that all policies, programs and procedures are followed according to HACCP, Food Safety, and Regulatory Compliance with USDA/FSIS regulations, Sanitation, Production, laboratory analysis, internal quality programs (BRC) with primary focus on quality standards.

ESSENTIAL FUNCTIONS

Supervise QA technicians in all areas including scheduling, timekeeping, attendance tracking, safety awareness, cross-training, progressive discipline, reviews, job descriptions, etc.

Coordinate required sample shipments to outside lab daily.

Audit all HACCP, SSOP, SOP, GMP, NTIS, E-Coli, lab results, and Pest Control Program forms for accuracy and completion.

Maintain all records in QA for compliance.

Maintain a good working relationship directly with USDA, management, and production personnel on a daily basis to ensure compliance with USDA regulations and QA standards.

Assist with monthly audits in preparation for annual outside audits.

Prepare a daily QA, GMP, and SSOP Summary Report for management.

Distribute all NR's generated by USDA between Production, QA, & USDA.

USDA plant schedule coordination

Real time negotiation with USDA to try to avoid a potential NR.

Perform/supervise daily routine lab analysis for E. coli, APC & CC analysis.

Knowledge of Lock out Tag out Procedure

Order QA supplies

Assist QA techs with daily responsibilities as necessary

Other duties as assigned

Education

High School Graduate

