



## Quality Assurance Specialist I Job Description

**JOB TITLE:** Quality Assurance Specialist I  
**DEPARTMENT:** Manufacturing Admin.  
**REPORTS TO:** Quality Assurance Manager

**SUMMARY:** Assists Quality Assurance Manager and the Quality Assurance Specialist II in maintaining Food Safety and Quality Assurance programs, including but not limited to, Hazard Analysis and Critical Control Points (HACCP) programs, in-house and third party audits, and quality evaluations and compliance certifications. Determine necessary in-house quality procedures, standards and/or specifications supporting Food Safety and Quality Assurance requirements. Work with operating staff to establish procedures, standards, systems and procedures writing management/technical reports. Ensure that manufacturing processes complies with standards at both national and international level. Determine training needs, acting as a catalyst for change and improvement in performance/quality. Analyze and distribute statistical information, supervise technical or laboratory staff.

### **DUTIES AND RESPONSIBILITIES:**

Will include but are not limited to the following:

- To assist the Quality Assurance Manager and the QA Specialist II in all Quality Assurance (QA) tasks
- Evaluate food processing and storage operations and assist in the development of quality assurance programs for such operations; recommend and help implement corrective action initiatives ensuring food safety issues and concerns are resolved in a timely manner while minimizing customer risk, cost and production down time.
- Manage internal control samples, testing, and record keeping ensuring completeness; review written and electronic records for accuracy and validity of results; provides management with copies of test records and reports.
- Identify areas for improvement in the food safety testing and sample processing; participate in addressing corrective and preventative actions including conducting root cause analysis.
- Confer with other supervisors to coordinate operations and activities within or between departments.
- To establish and maintain appropriate files and records, audit records to assure accuracy
- To aid in all aspects of QA activities related to internal audits as well as external audits and reviews
- To ensure effective and efficient communication between the QA department and administrative staff
- Available to work a flexible schedule including evenings, weekends, and overtime
- Proactively assist team members, managers and employees as needed; provides leadership and guidance to team members.
- Manage special projects and perform other duties as assigned.

**EDUCATION/EXPERIENCE:**

- Bachelors in Food Science, Agriculture Science, Microbiology or a related field of science from a four-year college or University required.
- One (1) to three (3) years of related experience in a food systems or food manufacturing environment with increasing levels of responsibility and authority; 1+ years of leadership experience strongly preferred.

**SKILLS:**

- Full knowledge of Microsoft Office & Internet
- Excellent time management skills
- Strong analytical and project management skills.
- Excellent interpersonal communication skills, written and verbal
- Excellent verbal and written communication skills; ability to present to multi-level audiences
- Flexible, committed team player
- Professional attitude, innovative
- Self-starter, result-oriented.
- Up-to-date knowledge of State and Federal food safety regulations, relevant legislation, Good Management Practices (GMP) and HACCP programs.
- Skilled at performing detailed computations and preparing detailed reports.
- Ability to communicate with people of different cultures
- Must be able to work under tight deadlines in a manufacturing environment and respond to “on call” hours as needed.

**PHYSICAL DEMANDS:**

- Able to stand and walk throughout the scheduled work shift.
- Able to carry and move up to 35 lbs.