

Job Description

Quality Assurance Lead

SUMMARY

Responsible for assuring the effective implementation of Reichel Foods, Inc. quality assurance, food safety and sanitation standards, in addition to FDA and USDA regulatory requirements. This position includes performing, monitoring, and implementing quality assurance and food safety policies and procedures. The QA Lead will oversee products, processes and systems against requirements, sample and evaluate products, and perform various tasks to include data entry, and equipment calibration verification. If absent, another trained employee or a trained back up will be scheduled to cover all responsibilities for this position.

PRIMARY RESPONSIBILITIES

1. Assist in monitoring and assuring compliance with GMP, Food Defense, Food Safety/HACCP, Allergen and SSOP Programs
2. Follow all plant and employee safety rules and wear PPE (Personal Protective Equipment) as required in different plant areas (if goggles are needed employee will be responsible if lost \$14.00).
3. Assist with training of QA technicians, GMP personnel and plant personnel in quality and food safety related topics.
4. Assist in providing general direction to QA technicians for everyday and minor issues.
5. Provide attendance report for first and second shift to QA management daily.
6. Provide relevant information regarding employee performance issues and other input to the QA Supervisor for QA technician performance reviews.
7. Serve as back-up for various QA roles and tasks.
8. Serves as a trained qualified individual for preventive controls record verification.
9. Conduct monthly metal detector performance verification for QA techs monthly.
10. Coordinate completion of Glass/Brittle Plastic Audits quarterly for Reichel and Hormel.
11. Assist with document revisions as needed and assigned by QA Manager or Technical Services Director.
12. Distribution of updated and approved SQF documents as needed.
13. Place any products and equipment not meeting requirements on QA HOLD (raw materials, in process products or finished products and/or packaging) according to Non-Conforming Product and Equipment Procedure.
14. Maintain accuracy of HOLD log insuring all relevant information is updated as needed.
15. Assist with facility audits for sanitation, maintenance, GMPs, Food Defense, and internal audits of the SQF system.
16. Perform Record Verification as required for Reichel.
17. Serve as a back up to QA Tech Level 2 Document Reviewer for any paperwork associated with the production of our products for Reichel or as otherwise designated.
18. Manage scheduling and coordinating for the Environmental Monitoring Program (i.e. swab schedule, courier set-up, swab sampling).
19. Assist with annual Allergen Validation (QA0452WI).
20. Assist with Calibration of Equipment (QA0192PR) and internal Water Quality Monitoring (QA0215WI).
21. Work with QA technician and production personal to correct incomplete or incorrect paperwork issues.
22. Generate reports in the web console for production investigation and follow-up.
23. Recommend product, packaging, quality and employee safety improvements.
24. Data entry, trending and report generation to monitor quality trends as requested by QA Manager or Technical Services Director.
25. Assist with microbial testing – swabs and finished product – if needed.

Updated 7/29/2019

26. Attend all plant meetings, QA department meetings, and safety training (including chemical hygiene training).
27. Serve as backup for QA supply and chemical inventory.
28. Use of other software and miscellaneous small equipment and devices for required tasks above.
29. Communication via email to third party labs and other departments as needed.
30. May be requested to assist in audits and regulatory visits.
31. Participate in mock recall exercises.

OTHER RESPONSIBILITIES

1. Work effectively with others both within and outside the department. Work as a team with others.
2. Vary work hours as needed (minimal variation). Schedule breaks around work load.
3. Follow all safety rules, conduct rules, and other regulations; set an example for others to follow.
4. Able and willing to do new or different tasks as required.
5. Take care of and properly maintain the equipment used in this position (as appropriate).

EQUIPMENT/MACHINERY USED

Scales, chemicals seal test equipment, gas analyzer, pipettor, incubator, and other equipment needed to complete tasks.

TRAINING REQUIREMENTS

New Employee Orientation, on the job training, chemical safety training, and completion of QA Tech Training Checklist Level 1 and Level 2 (QA0392FO).

SIGNATURES

Signatures below constitute employee's understanding of the responsibilities and requirements of the position and Supervisor's verification that the employee is competent to complete the required tasks.

James Littlefield
Employee Printed Name


Employee Signature

08-20-19
Date


Supervisor Signature