

JOB DESCRIPTION

Quality Assurance Manager

Summary

This position is responsible for food and feed safety and quality. This position reports directly to the Director of Technical Services.

Essential Job Duties

- SQF Practitioner--duties include the following:
 - Oversee the development, implementation, review and maintenance of the SQF System, including food safety fundamentals, the Food Safety Plan and the Food Quality Plan
 - Take appropriate action to maintain the integrity of the SQF System
 - Communicate to relevant personnel all information essential to ensure the effective implementation and maintenance of the SQF System
- PCQI (Preventive Controls Qualified Individual)
- Responsible for customer, SQF, GMP+B2 and FAMI QS audits
- Maintain the SQF, GMP +B2 and FAMI QS system elements
- Responsible for complaint handling including investigations, communication and recordkeeping
- Responsible for internal audits, GMP inspections, program validation and verification and silo and tank inspections
- Maintenance of the pest control program with the assistance of an outside contractor
- Perform bi-annual mock trace recalls for all products manufactured at Minn-Dak
- Oversee daily audits prior to shipments or post shipments and take appropriate action with respect to deviations of the food safety, feed safety and quality plans
- Responsible for sugar loading and packaging lead person training, food and feed safety training for new hires, organizing the annual food and feed safety refresher training and establishing and maintaining training presentations
- Organize HACCP and management review meetings
- Attend chemical approval meetings, project reviews and food safety meetings
- Crisis and food defense team member
- Represent Minn-Dak in the United Sugars Quality Council, Quality Strategy team and outside USC functions
- Other duties as required by the business.
- Good attendance, safety, disciplinary, and overall employment records
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs

Qualifications

- Minimum educational qualifications-two year degree or 5 years in food and feed manufacturing with experience in quality assurance
- SQF and HACCP certification preferred
- Good interpersonal skills
- Ability to work with people from all areas of the organization hierarchy (vertical and horizontal)
- Ability to manage people
- Understand modern quality assurance methods and techniques
- Understand what is required of food manufacturing facilities by FDA and regulatory agencies
- Organized with excellent time management skills
- Ability to communicate effectively with employees at all levels

Competencies and skill set required to do the job well

- Sugar manufacturing knowledge
- Communications skills
- Interpersonal skills
- Organization and time management
- Computer skills
- Knowledge of regulatory requirements

Physical Demands and Expectations

- The job requires working in the various areas throughout the facility. In these areas there are many hazards including mechanical, chemical, thermal and electrical energy hazards. Many of the areas are hot or cold depending on the exact location and time of year. At times, strenuous effort is required.