



Now Hiring

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.

Minn-Dak Farmers Cooperative

Attn: Susie • 7525 Red River Road • Wahpeton, ND 58075

Email: jobs@mdf.coop or sbitner@mdf.coop

Phone: 701.671.7777

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.



How Did You Learn About Us?

- | | |
|--|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Relative _____ |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Friend _____ |
| <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Other _____ |

FOR OFFICE USE ONLY

Form 8850 filled out:

☐ Yes ☐ No

Follow up needed:

☐ Yes ☐ No

Date: _____

Position Applied For: _____

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____
Number Street City ST Zip

Telephone Number: _____

Email Address: _____

Best time to contact you at home is: _____ ☐ AM ☐ PM

If you are over 18 years of age, are you authorized to work in the United States? ☐ Yes ☐ No

Have you ever filed an application with us before? ☐ Yes ☐ No

If yes, when? _____

Have you ever been employed with us before? ☐ Yes ☐ No

If yes, when and who was your supervisor? _____

Can you travel if a job requires it? ☐ Yes ☐ No

Date available to start work: _____

What is your desired salary? _____

Are you available to work: ☐ Rotating shifts ☐ Full Time ☐ Campaign (appx Sept-May) ☐ Harvest (appx Sept-Oct)

Have you ever been convicted of a felony? ☐ Yes ☐ No

(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
Employer Information Company Name:	Dates Employed	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	Salary	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

Signature of Applicant

Date

Please help us understand you better by answering these questions.

It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years? ☐ Yes ☐ No

Have you ever received a disciplinary action for attendance or other issue?

Attendance ☐ Yes ☐ No

Other Issue ☐ Yes ☐ No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player? ☐ Yes ☐ No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?