



## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Quality Assurance Assistant</b>
<b>Reporting To:</b>	Technical Manager
<b>Role Overview:</b>	Supporting the Technical Team in the continual improvement of the Quality Assurance system through; monitoring all processing operations ensuring they run efficiently and that products are produced and packaged to an exceptional quality standard.
<b>Deputised by:</b>	Technical Team

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### **Main Responsibilities:**

- Liaise with Technical and Production Management daily to gain an understanding of the production schedule
- Inspect products and packaging to ensure they comply with customer specifications and Company requirements. Reject any products which do not comply
- Ensure that all staff comply with Company policies & procedures regarding hygiene practices and food safety e.g. hygiene/food safety practices
- Review and develop existing systems and procedures in line with legislative requirements and recognised standards
- Conduct inspections on incoming and outgoing goods
- Carry out in-house product testing
- Report on all aspects of product quality and process controls to the Technical & Production Management Team
- Regularly refresh and retrain staff on quality systems and procedures
- Assist with investigating and resolving any non-conformances / customer complaints
- Carry out routine on-line, start-up and other associated quality checks
- Complete and store all relevant QA paperwork ensuring it remains up to date
- Conduct internal audits and assist in preparation for external audits / customer visits



- Monitor equipment and machinery performance and report and follow up on any issues
- Assist with proofing artwork through; reviewing nutritional information, ensuring packaging is FIR compliant and carrying out shelf life and sensory trials
- Assist with additional projects as required
- Support other departments such as NPD, Marketing, Warehouse etc.
- Any other duties as required to fulfil Company needs

*Signed by Position Holder:* \_\_\_\_\_

*Signed by Line Manager:* \_\_\_\_\_



**PERSON SPECIFICATION**

**Job Title:** Quality Assurance Assistant

**Reporting to:** Technical Manager

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<i>Qualifications:</i>	<ul style="list-style-type: none"> <li>➤ Degree (or equivalent) in relevant Food Technology/Nutrition discipline 2:1 or above</li> <li>➤ Level 2 Food Safety for Manufacturing</li> </ul>	<ul style="list-style-type: none"> <li>➤ Level 3 Food Safety for Manufacturing qualification</li> <li>➤ HACCP Certificate</li> </ul>
<i>Experience:</i>	<ul style="list-style-type: none"> <li>➤ Previous Technical/quality assurance experience gained within the Food or FMCG industry</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience with BRC or similar quality standard/accreditation</li> </ul>
<i>Competencies:</i>	<ul style="list-style-type: none"> <li>➤ Excellent interpersonal and communication skills, both verbal and written.</li> <li>➤ Strong analytical skills with excellent attention to detail.</li> <li>➤ Excellent organisational and planning skills.</li> <li>➤ Computer literate</li> <li>➤ Ability to work effectively both independently and within a team.</li> <li>➤ Pro-active</li> </ul>	
<i>Flexibility:</i>	<ul style="list-style-type: none"> <li>➤ Flexible approach towards working hours.</li> </ul>	