



Bay State Milling

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Bay State Milling Job Description

Job Title: Quality Assurance Supervisor
Department: Quality Assurance
Reports To: QA Manager
FLSA Status: Exempt – Salaried
Work Location: Tolleson, AZ

SUMMARY

The QA Supervisor reports directly to the QA Manager and is responsible for assuring that all quality and food safety protocols are executed; including all company, regulatory and customer requirements. S/he will instill a culture of continuous improvement by demonstrating key leadership skills, and help lead the facility by to achieve the highest level of food safety and quality standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

Is responsible for a variety of support and service functions including:

- Execute all analytical, microbiological, mycotoxin, physical, organoleptic, rheological and bake testing at the manufacturing site.
- Provide analytical test procedure training, and maintain all laboratory equipment to produce accurate and repeatable analytical results.
- Ensure the facility is maintained in accordance with GMP/Sanitation/HACCP requirements, and conduct internal reviews and audits of those programs.
- Help facilitate the execution of policies and programs to achieve superior third-party audit scores.
- Assist in the implementation of data, record and performance management systems, and monitor those results.
- Respond and resolve daily quality and food safety non-conformities, and document Corrective Action to prevent future occurrences.
- Assist in the management of the facility's IPM program, and conduct routine facility inspections to identify areas of concern.
- Assist in training of facility personnel, and provide guidance for employees with regards to food safety and quality concerns.
- Other duties as required.

QUALIFICATIONS *to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Four year degree in Food Science, biology, chemistry or related field
- 1-3 years of practical experience in a professional setting
- Retail or customer-facing experience is preferred, as this position will interface with both internal and external customers.
- The ability to analyze information and address work-related issues and problems.
- The ability to offer solutions, be open to change, or drive change when necessary.
- Ability to use MS Word and Excel.
- Proficient in English verbal communication skills, reading and technical writing.
- Ability to travel out of state periodically.
- Understanding of Microbiology and statistics preferred.
- Understanding of FDA Food Safety regulations and GFSI programs preferred.

OTHER SKILLS & ABILITIES

PHYSICAL DEMANDS *the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to write, handle, or feel; reach with hands and arms; and talk and hear. Employee is frequently required to stand, walk, climb or balance, and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to focus. Some employees will operate forklifts and other motorized equipment. Employee will be in close proximity to moving, rotating, and/or motorized equipment.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The primary work environment is a bulk food manufacturing environment. Daily operations may expose the employee to machinery, airborne particles, dust, and heat. Allergens are present throughout the plant and processes including but not limited to wheat, soy, dairy, egg. Hearing protection is required in certain areas of the plant.