

Rejuvenation



Description: Meridian Foods Quality Assurance Manager

Department: Meridian Foods Quality Assurance

Reports To: General Manager

KEY RESPONSIBILITIES

- 1) Responsible for assisting the General Manager with product inquiries and complaints.
- 2) Ensuring successful implementation and sustainability of cGMP's, quality control for all production and packaging operations, and FDA Better Process Control requirements.
- 3) Monitor and record daily production quality control checks and paperwork.
- 4) Conduct various tests on products as well as production environment.
- 5) Implement employee training program to ensure all employees are sufficiently trained on up to date information and policies and procedures.
- 6) Maintain records on product testing and specifications.
- 7) Oversee the Corrective Action Program at Meridian Foods, ensuring that all non-conformities are logged and seen through completion including but not limited to non-conforming results in testing, glass inspections, self-inspections, internal audits, third-party and customer audits.
- 8) Be an active member on the HACCP Team.
- 9) Oversee all document control of the facility.
- 10) Perform documented internal audits throughout the year on prescribed processes.
- 11) Oversee the Self-Inspection Program ensuring all non-conformities found are logged in the Corrective Action log, that all inspectors are properly trained, and that work orders are submitted in a timely manner for any needed repairs found during the inspections.
- 12) Perform quarterly environmental and water testing as prescribed in the Pathogen Environmental Monitoring program.
- 13) Assist in overseeing the Sanitation Program and monitoring performance.
- 14) Ensure all allergen tests and validation tests occur.
- 15) Oversee the calibration and control of all measuring and monitoring devices in the facility.
- 16) Responsible for all regulatory and certification programs and annual inspections of Meridian Foods. (FDA, BRC, OCIA Organic, Non-GMO Project, Kosher, etc.)

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17) Work with all departments to improve the quality and food safety system at Meridian Foods.

18) Assist with new product development.

19) Observe all company policies and procedures.

These responsibilities are not intended to be all-inclusive or a complete explanation. May be required to perform other job duties as assigned by the General Manager. Meridian Foods reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.

JOB REQUIREMENTS

- A) High School or equivalent diploma.
- B) Two years preferred experience in food processing.
- C) Better Processing Control Certification preferred.
- D) Excellent organizational and communication skills (verbal, written and presentation) along with analytical and decision making skills.
- E) Excellent organizing, planning work, and follow up habits.
- F) Computer skills and aptitude (Microsoft Office, FileMaker, Email, Now Contact, Now-Up-To-Date, and Eden Foods' Software programs.

PHYSICAL DEMANDS

A) Must be able to physically lift products and equipment of up to 50 lbs. in weight.

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