

Quality Assurance Specialist

POSITION SUMMARY

This position is responsible for maintaining, developing and executing programs and procedures to support Quality Assurance and Safe Quality Food (SQF) initiatives for Koster Keunen. This includes, and not limited to, applicable good manufacturing practices and SQF requirements.

Note: Professionals working in both regulatory compliance *and* quality assurance are expected to understand and stay abreast of changes in governmental regulations and standards and may from time to time share duplicate responsibilities.

ESSENTIAL POSITION RESPONSIBILITIES

- Create, and maintain all internal policies and procedures to satisfy SQF requirements.
- Tracks, reviews and analyzes product quality issues, audit data or findings, non-conformance items, customer feedback and complaints, impacts of regulatory changes as a continuing effort to improve the SQF programs.
- Oversee and deliver training to personnel on SQF and food safety topics.
- Help ensure HACCP, GMP's Standard Operating Procedures and all Quality Programs are followed.
- Coordinates and supports resolution of issues and activities requiring appropriate corrective actions to be taken. Track and review with leaders on regular basis to ensure actions taken completely and in a timely manner or to address emerging trends.
- Reviews quality assurance paperwork for accuracy and verification.
- Modify existing forms as needed to streamline QA workflow and increase transparency of document controls within the organization. Identifies and resolves document deficiencies with company procedures and policies.
- Communicate with departments within the company regarding product quality or food safety record keeping issues.
- Keeps updated with food safety requirements, consumer protection, public health regulations, and industry best practices to ensure continued compliance with regulatory changes.
- Contribute to all requested certificates and customer site-audits (i.e., Organic, SQF, RSPO, FDA, etc.). Assist in preparation of documentation for any on-site audits.
- Gives support to quality activities relative to quality issues to remain compliant with GMP practices.
- Manage SQF recognition program and pest control program compliance.
- May conduct in-house audits and training classes as necessary.
- Assists Director of Quality Assurance with special projects and high-priority objectives.

- Practice and live Company Values to enable personal and business success with a shared purpose.

SUPERVISORY RESPONSIBILITIES

- None.

PREFERRED QUALIFICATIONS

Education, Certifications and /or licenses:

- Bachelor's Degree in Food Science, Chemistry, Microbiology, and/or other related field with similar work experience.

Experience:

- Experience working with food manufacturing operations and QA programs.
- Strong knowledge in the areas of food safety, food microbiology, food processing technology, sanitation practices, Good Manufacturing Practices and HACCP principals.
- Experience in regulatory, quality or product development operations.
- Ability to follow and maintain written SOPs and formal procedural documents.

Knowledge/Skills/Abilities:

- Solid problem solving and time management skills.
- Excellent computer skills and fully functional in Microsoft Office (Excel, Word, PowerPoint, etc.).
- Strong interpersonal skills, including the ability to effectively communicate and present information to associates, managers, and auditors.
- Must be results oriented professional with excellent verbal/written communication skills using diplomacy and discretion as well as the ability to communicate effectively.
- Strong research, and organizational skills.
- Ability to work independently and/or within a team.
- Ability to work on a wide array of projects with varying deadlines.
- Ability to train personnel.
- Ability to pay attention to detail and meet deadlines.
- Ability to multi-task.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

While performing the duties of this job, the associate is regularly required to use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The incumbent frequently is required to stand, walk, sit, and climb or balance.

The incumbent must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those encounters while performing the essential functions of this job.

While performing the duties of this job the employee is regularly exposed to normal business office environment and occasionally exposed to a manufacturing environment.

The ability to share workspace and dress in proper attire such as required PPE gear when necessary.

Company Purpose (Why We Exist):

To create a more sustainable world where we offer value for all stakeholders and contribute to a more equitable society.

Company Values (How We Work Together Every Day):

SAFETY – We are all responsible to keep each other safe and improve standards through ongoing training and learning.

QUALITY – We are dedicated to high-quality, reliable solutions that meet customer needs and exceed expectations.

RESPECT – We consistently work together with mutual care, open communication and honesty.

SERVICE – We are committed to integrity, excellence, and urgency in serving our customers and the communities where we operate.

INNOVATION – We aim to shape the future through ethical sourcing, and continuous improvements in research and manufacturing.

TEAMWORK – We empower team accountability by prioritizing the achievement of shared goals to drive strategic success.

SUCCESS – We acknowledge that success starts with each of us, enabling continued progress towards our shared purpose.

Job Type: Full-time

Pay: \$52,000.00 - \$62,000.00 per year

Schedule:

- Monday to Friday