



Coordinator, Quality Assurance & SQF Practitioner

Job Overview

The Coordinator, Quality Assurance is responsible for working with the lead SQF Practitioner to implement, maintain and validate the plant's Food Safety Plan, which includes the HACCP Program. The QA Coordinator functions as a second SQF Practitioner along with the Senior Analyst with enforcing and auditing the SQF Program on a regular basis and leading third-party and customer audits as needed. As part of the Quality Assurance Department, the Coordinator strives to provide safe quality products to our customers that meet and exceed their expectations.

Responsibilities and Duties

- Provides development, implementation, review and maintenance of SQF System including food safety fundamentals and food safety plan (HACCP Plan)
- Takes appropriate actions to ensure the integrity of the entire SQF System.
- Creates product specifications including test methods that affect quality of raw materials and finished products
- Creates internal and third-party product labels and reviews shipping records for completion and various certification requirements conformance
- Reviews product CoAs, process records, deviation reports and approves release of finished product to customers
- Assists new product development with regard to food safety during technical transfer
- Coordinates and leads product recall or market withdrawal if needed
- Maintains accurate detailed records in compliance with procedures and provide detailed analysis in a timely manner
- Leads the plant water treatment and testing program. Generates wastewater testing reports sent to the city of Boone
- Maintains site DNR & EPA programs to meet city and state requirements
- Investigates corrective action reports and deviations and trends them for correlations
- Assist Sales and Procurement with customer questions and Quality Assurance related documentation
- Ensures contract service providers are qualified before starting work and evaluated after their work is complete
- Trend product quality results and evaluate crude suppliers and processing parameters based on results
- Organize and scan production and quality records per document control program
- Assist with Environmental Health and Occupational Safety items as needed and requested
- Ability to lift 50 lbs and stand or sit for extended periods of time
- Perform additional responsibilities and duties as assigned



Qualifications

Education & Experience

- Bachelor's degree Food Science or related field
- Quality Assurance experience in FDA or USDA registered Facility preferred
- Must become HACCP and PCQI certified

Skills

- Strong communication skills
- Strong Excel, Word, PowerPoint and technical skills
- Proficient in data analysis and trending
- Strong attention to detail

Requires local and regional travel