



## Position: Team Leader, Quality Assurance & SQF Practitioner

### Job Overview

The QA Team Leader & SQF Practitioner is responsible for oversight of implementation, maintenance, and compliance through verification of all AgCertain facilities that operate under a Food Safety Plan, which includes the HACCP Program. The Team Leader & SQF Practitioner is responsible for enforcing and auditing the SQF Program on a regular basis and leading third party and customer audits. As part of the Quality Assurance Department, the Team Leader strives to provide safe quality products to our customers that meet and exceed their expectations.

### Responsibilities and Duties

- Oversee the review, maintenance, and improvement of the SQF Program including food safety fundamentals and the food safety plan (HACCP Plan)
- Prepare and manage all external facing QA documents as may be requested from suppliers and customers including questionnaires, document requests and audit support information
- Lead customer and third-party audits and perform all necessary supplier audits as part of the Supplier Approval program
- Oversee and maintain all additional certification programs including Organic, non-GMO, Halal, and Kosher; oversee submission for any new certification programs as needed
- Takes appropriate actions to ensure the integrity of the entire Certification System
- Approves or rejects all specifications including testing methods that affect quality of raw materials and finished products
- Communicates to all relevant personnel information essential to ensure the effective implementation and maintenance of the SQF Program
- Responsible for establishing and implementing the training needs of the organization's personnel to ensure they have the core competencies to carry out those functions affecting product quality, documentation, safety, and compliance
- Assists the new product development team with regards to food safety, updating certifications, and supportive documentation as the product advances toward production
- Responsible for informing staff of their responsibility to report any food safety concerns to their supervisors or the Quality Assurance department

- Ensure the organization is kept informed of changes, legislation, scientific and technical developments and revised industry codes or practices. Any such information shall be documented and incorporated into the current system practice
- Manages the review system for production records, QC records, and food safety related MOCs to ensure food safety has not been compromised
- Management of the Corrective Action & Preventative Action (CAPA) program including root cause analysis as it relates to Deviation Reports, Customer Complaints, Product Rejection or Trend Analysis
- Maintain accurate detailed records in compliance with procedures and provide detailed analyses in a timely manner
- Perform any additional responsibilities and duties as assigned

#### Qualifications

- Bachelor's degree in Food Science or related field preferred
- Minimum of three years Quality Assurance experience in FDA or USDA registered Facility
- Have a deep understanding of the current SQF system or other GFSI Program
- Be HACCP and PCQI certified or willing to become certified
- Be certified in food safety auditing techniques or willing to become trained and certified

#### Skills

- Strong communication and technical writing skills
- Strong Microsoft Office skills including Excel, Word, and PowerPoint
- Strong technical and analytical skills relating to trend analysis
- Proficiency with SharePoint preferred
- Demonstrates experience in writing and reviewing SOPs and training personnel on SOPs
- Strong attention to detail

Requires the ability to travel occasionally, for the purposes of auditing, assistance with business development, or personal development. Estimated to account for up to 10% of your time per year.