

The raw materials used in chilled food are crucial. They need to be of the highest possible standard and used in processes that are hygienic and safe.

**Reporting to the Technical Services Manager you will manage the Low Risk QA team and associated procedures to ensure that all products are manufactured safe and hygienically from the best quality raw materials, to the highest possible quality standards. You will manage supplier and raw materials intake and storage procedures to ensure that all ingredients conform to specification and current legislation.**

What's the job?

## Raw Materials Quality Assurance (QA) Supervisor

**Sounds interesting. What will I do?**

**As Raw Materials QA Supervisor you will:**

- Monitor and evaluate food safety and raw material quality of ingredients received onto the site, ensuring they meet HACCP, Company and customer guidelines.
- Reject non-compliant raw materials
- Trend supplier conformance information for internal reports - weekly, monthly and ad hoc as necessary.
- Maintain the microbiological sampling programme against Company, customer and critical list requirements.
- Review intake specifications when new raw materials are delivered to site.
- Ensure good rotation and storage is maintained in the goods in area through area temperature checks and audit.
- Liaise with Process Development on new product launches to ensure a smooth handover and understanding of required quality standards.
- Write, amend and implement system work instructions and procedures as directed by the Technical Services Manager.
- Prepare and issue site daily KPI reports for site teams.
- Support Technical services and Goods in during the absence of the Technical Officer by covering key reports, sampling and calibration as directed by the site Technical Controller.

- Play a key role during the external and third party audit process and the cross functional preparation for external customer and third party audits. Ensure allocated corrective action following external audit is completed as requested.
- Troubleshoot between the factory and raw materials suppliers as required to resolve key issues.
- Carry out annual reviews of staff in the 'Goods in' QA team, ensure that personnel development plans are in place for all personnel to determine key training objectives.

### What knowledge, skills, qualifications and experience will I need?

**You should have:**

- A Foundation / Intermediate Food Hygiene Certificate.
- A minimum of one year's experience within a Technical or Quality Assurance team working in a food environment and / or laboratory / microbiological experience. Ideally with people and raw materials management experience.
- Good understanding of HACCP principles.
- Basic understanding of food microbiology and food processing.
- Good time management and organisational skills
- Good interpersonal and communication skills at all levels.
- The ability to work both as an individual and a team player with the ability to work under pressure and meet tight deadline.
- Computer skills – Excel, Word, PowerPoint, internet specification systems, databases.
- Excellent attention to detail.
- Supplier audit and staff training experience (*is an advantage*).
- Full driving licence.