



## Taylor Farms Texas Job Description/Role/Responsibilities QA Manager

### 1.0 Job Duties and Responsibilities

- Will work under the direct supervision of the Director of Quality Assurance.
- Oversees the implementation of food safety management systems to ensure the effective and safe manufacture of the company's products.
- Develops new products and processes required to increase the range of products manufactured on site.
- General maintenance of the company food safety management system thus providing a "due diligence" defense for the site.
- Overview control of the quality assurance function with responsibility for maintenance of site certification, training and site hygiene.
- As Food Safety Team Leader develops and maintains a HACCP System, including HACCP plans for all products.
- SQF Practitioner ensures effective implementation of company technical requirements to ensure site compliance with internationally recognized standards for food safety.
- Overview of control and response for all customer complaints.
- Overview of control of laboratory operation.
- Manage investigations into product failures and implement corrective actions.
- Analysis of laboratory results and implementing effective corrective and preventative action procedures to achieve company, legal and customer requirements on all products.
- Control of finished product specifications.
- General senior management responsibilities on site to assist efficiency and cost control throughout the operation.
- Overview of supplier assurance.
- Manage the development of new products and processes including process design and recipe formulation.
- In the absence on the Director of Quality Assurance the Quality Assurance Manager will deputize.
- Ensure that all SQF, HACCP, Food Safety, GMP, Food Quality and Employee Safety rules and programs are followed.

### 2.0 Education/Experience/ Certifications

- Bachelor's degree or master's degree in biological, agricultural, or chemical sciences, Food Science or Technology preferred
- Must have 4 to 6 years related experience or equivalent combination of education and experience as a QA Manager.

### 3.0 Knowledge, Skills and Abilities

- **People Skills**- Training, coaching, educating, supporting, encouraging, motivation of employees.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Bi-lingual a plus
- **Mathematical Skills** - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers and decimals.
- **Good Organizational Skills**- Must be able to prioritize

- **Reasoning Ability** - Intermediate Skills: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **4.0 Physical Requirements**

- While performing the duties of this job, the employee is regularly required to talk and hear, stand, walk and sit.
- Must be able to pass all pre-employment screens (including drug, background and criminal checks).

#### **5.0 Equipment/Software Used**

- Axapta
- Microsoft, Word, Excel and Outlook
- SDS

#### **6.0 Work Environment**

- Full time position
- Must be willing to work in refrigerated warehouse environment – Cold/Wet 38°F.
- Must be able to work days, nights, holidays, and weekends as scheduled or needed.
- Must be willing to work any shift. As a manager, it is often a common practice to rotate schedule temporarily to observe team members on 2nd and 3rd shift.
- Must be able to be on your feet for long periods of time.
- Must work in a professional and courteous manor with subordinates and peers.
- Open to work in a diverse work environment
- On call duty is required

#### **7.0 Key Taylor Farms Personnel with Daily Interaction – Summary**

- All Departments specifically:
- QA and Sanitation Department
- Production Department
- Management Group

NOTE: This job position reflects management's assignment of essential functions. It does not however restrict any other tasks that may be assigned.

#### **Contact information:**

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