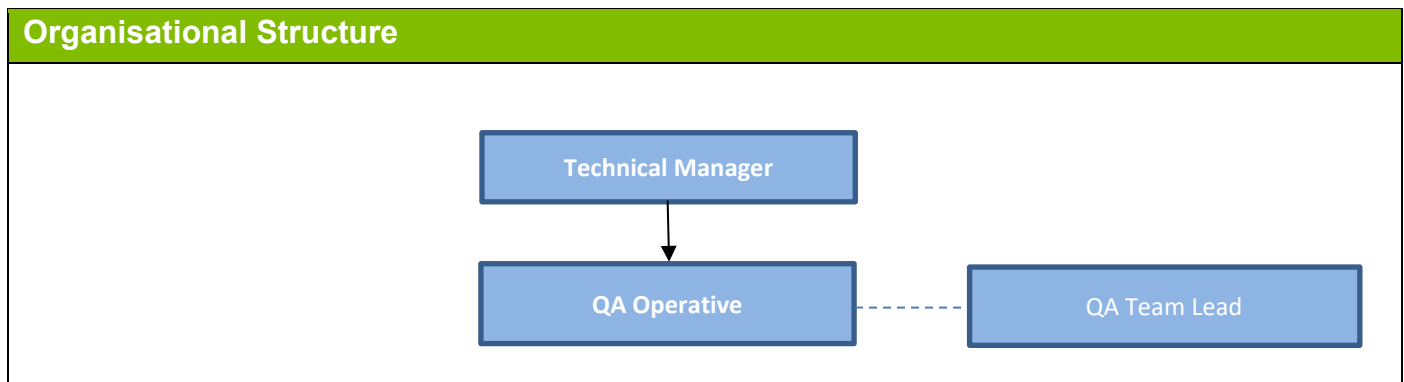


# Job Description



Position Description	
<b>Job Title</b>	Quality Assurance Operative
<b>Department</b>	Technical
<b>Reporting to:</b>	Technical Manager
<b>Location</b>	Lurgan, Craigavon
<b>Hours</b>	Tuesday - Saturday 08.00 – 16.30
<b>Scope of Role</b>	<p>Avondale Foods is a leading food processing company of Fresh and Chilled products supplying leading retail businesses such as Marks &amp; Spencer, Asda and Morrison's and Waitrose in the UK.</p> <p>This key role is Responsible for food safety and quality, ensuring that all products are produced to customer specifications/guidelines. Ensuring that all food safety and quality records are maintained.</p>



- ### Key Responsibilities
- Daily verification of all CCPs (cooking, cooling, hot filling, ph, etc.)
  - Daily temperature checks of all production rooms, chills and products
  - Daily quality checks on all ingredients, WIP materials and finished products to ensure correct quality and traceability
  - Complete Daily GMP walk around production area and highlight any non-conformances to the supervisor/charge-hand/manager and Senior QA/QA Team Leader
  - Responsible for placing any non-conforming product On Hold/Restricted Use/Condemned and completing relevant On Hold Log
  - Completing of Daily/Monthly/Quarterly Glass & Hard Plastic Audits
  - Verify finished product labels and crate/case end labels to ensure correct Use By Dates
  - Complete weekly hand washing temperature checks
  - Completion of GMP Audits
  - Completion of Hygiene & Fabrication Audits
  - Complete equipment calibrations e.g. temperature probe, pH meters and sieves



- Completion of Corrective Action Reports for any non-conforming products or incidents to ensure effective close out identifying root cause and corrective actions
- Attendance at daily tier 1 lean board meetings and recording of daily issues onto QA lean board
- Daily Fire exit checks
- Attending taste panel as part of wider Technical Team
- Completion of weekend taste panels and communication of any issues
- Collection and storage of all retained product samples
- Weekly EOSL Reviews
- Complete specific allergen room swabbing release/product testing e.g. Gluten Free/Vegan
- Completion of weekly cooking & cooling verifications
- Creation of dummy packs for production
- Completion of Correct Action Reports for any non-conforming products or incidents
- Any other reasonable tasks related to position as deemed suitable by QA Team Leader
- To be flexible to work weekends and evenings when required

## Key Competencies

### Teamwork

- Ability to work alongside QA team and production to resolve issues and non-conformances.

### Communication

- Effectively communicate with employees at all levels within the business from operatives, supervisors/charge-hands and managers.

### Attention to Detail

- Ability to accurately check key information such as use by dates, allergens, batch codes etc.

### Reliable

- Flexible and reliable when asked to cover holidays, audits, late nights and weekends.

### Professional

- Remain professional at all times when dealing with all areas of the business including production, technical, NPD etc.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	A minimum of 1 year experience within in the food industry, preferably within a food manufacturing environment.	A Food related qualification  Experience in completing Internal/External Audits

# Job Description



<b>Experience &amp; Knowledge</b>	Knowledge of food safety principles	Level 2 / 3 Food Safety
	Good knowledge of General Manufacturing Practices	Level 2/ 3 HACCP
<b>Abilities &amp; Skills</b>	Good working knowledge of MS Word and Excel are essential.	
	Good verbal & written communications Skills	
	Flexible approach to working hours to cover needs of the business	

## Signatures

Job Holder (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Job Holder (print): \_\_\_\_\_

Manager (signed): \_\_\_\_\_ Date: \_\_\_\_\_

Manager (print): \_\_\_\_\_