



Job Description



1. JOB INFORMATION	
JOB TITLE:	Quality Auditor (QA)
BAND:	5
DEPARTMENT:	Technical
REPORTS TO:	Food Safety and Quality Manager
RELIEF:	QA(s) on same shift where available. Food Safety and Quality Manager on shift where not. (in absence of QA)
LOCATION:	Dungannon

2. JOB PURPOSE
Implementing, auditing and continual improvement of the Quality Assurance System providing Technical Support to the Production, Maintenance and Hygiene teams. Ensuring that products are produced safely to meet customer quality standards and legislative requirements consistently. Ensuring corrective action is taken to ensure products are maintained within specification.

3. RESPONSIBILITIES
3.1 FINANCIAL Commercial awareness of actions.
3.2 STAFF 1 or more direct reports (QAs) dependent on site
3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE <pre>graph TD; A[Head of Complex] <--> B[Technical Manager]; B <--> C[Senior Food Safety and Quality Manager]; C <--> D[Food Safety and Quality Manager]; D <--> E[QA Auditor(s)];</pre>

4. DUTIES/ RESPONSIBILITIES
<ul style="list-style-type: none">Auditing of factory environment (including hygiene / cleaning activities), processes, products and records to verify the business is operating to agreed standards and procedures, and identify discrepancies, agreeing action plans



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with the Manager responsible to correct any non-conformances / prevent re-occurrences.

- Reporting of factory technical status and issues of non-compliance, both verbally and in writing, and any action plans as in 4.1.
- Product quality day to day. In Despatch / On-Line / at Taste Panel etc.
- Maintenance of Quality Assurance System – Retrievability of process and quality records to verify product Specification, quality, safety and due diligence. Continuous improvement and internal auditing of procedures, records, product and hygiene specifications, cleaning effectiveness, stock management (raw materials, work in progress, finished product), crate / trolley / tray wash effectiveness, photographic standards. Auditing may be both in the local business or as part of the independent auditing team.
- Auditing of HACCP system to guarantee product safety e.g.: nut and glass policies.
- Traceability of all ingredients through to finished products to customer deliveries – including forward and backward traceability exercises.
- Performance of critical tasks to maintain the Quality System e.g. thermal process validation (datapaqs and p values), calibration (e.g. probes, datapaqs, weights, MAP, metal detection, anemometer), temperature monitoring etc.
- Provide Technical guidance and support to other departments (particularly Production / Hygiene / Engineering), encouraging understanding and awareness. Provide specific training as required.
- Participation in operational problem solving, technical / hygiene problem solving, and project work as allocated.
- To be responsible for ensuring food safety, integrity, legality and quality at all times.
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.
- Any other duties as may be required to fulfil the needs of the role.

5. MEASURABLE OUTPUTS

- Completion of Audits in a timely and effective manner
- Review of factory SOPs in line with implementing GSOPs
- Work with operations to help drive improvement by closing out NCNs
- Be a team player and support the team in a fair but friendly manner
- Monitor product quality
- Complete product traceability in line with customer requirements

6. HEALTH AND SAFETY RESPONSIBILITIES

- Take reasonable care the Health and Safety of yourself and others who may be affected by your actions.



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- To be responsible for driving Health and Safety in your area of responsibility including (not exhaustive) compliance, reporting, investigation, improvement, training etc
- Work in a safe manner and observe the Company Health and Safety Rules and Procedures.
- Cooperate with Managers and other personnel of the Company to achieve a healthy and safe workplace environment.
- Not to interfere with or misuse anything provided in the interests of health, safety and welfare or yourselves or your work colleagues.
- To comply with safe systems of work at all times.

7. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none"> • Good Education. • 1 years experience within the food industry. • Knowledge of HACCP, BRC Standards, Food Legislation, Food Hygiene. • Basic HACCP • Basic Food Hygiene. • Computer Literate. • Communication and interpersonal skill through cross – functional teams and departments. • Initiative, self-motivated, assertive, tenacious, well organised, influencing skills. • Team Player. • Customer focussed approach. • Problem solving and decision making skills. 	<ul style="list-style-type: none"> • 3rd Level Qualification (preferably food related) or experience, in similar position • Working knowledge of Excel / Word / PowerPoint. • Intermediate Food Hygiene. • Intermediate Certificate in Applied HACCP Principles. • Previous experience in a similar QA role. • Experience with customer audits. • Familiar with customer COP's. • Leadership skills.

	DATE:
JOB HOLDER:	
MANAGER:	
HUMAN RESOURCES MANAGER:	



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Note:

This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.