

## NOTICE OF POSITION OPENING

POSITION TITLE:           **Quality Assurance Supervisor**

LOCATION:                   Maple Leaf Farms – Serenade, Milford, IN

REPORTS TO:               QA Manager

**JOB SUMMARY:** Position is accountable for supervising QA Technicians; assuring the quality of ingredients, manufacturing processes, finished goods, and quality and food safety standards are met.

### **ESSENTIAL DUTIES:**

1. Supervise QA technicians; ensure visual and/or measured inspections and documentation are being conducted/completed properly.
2. Along with QA Technicians, train new staff on how to perform the various duties of the department
3. Responsible for hiring, employee evaluations, discipline, and employee development.
4. Schedule staff to support production operations
5. Investigate problems impacting product quality and safety by reviewing documentation. Communicate problems to production management and initiates corrective procedures.
6. Identify changes in ingredients on labeling that could result in rework and/or recall.
7. Work on various projects assigned by Quality Manager.
8. Perform duties of QA Technician as needed when assigned by the Quality Manager.
9. Assist in support CTQ development with R&D, Sales, production and other dept. units as needed
10. Support other QA team members as needed.
11. Perform related duties as required.

### **JOB SPECIFICATIONS:**

Requires 1-3 years experience in the poultry or food processing quality assurance industry, and previous supervisory or leadership experience.

### **SKILLS AND ABILITIES:**

Demonstrated ability to evaluate and prioritize departmental needs, while supporting production process.

Ability to manage and direct staff.

Ability to handle multiple projects simultaneously and meet deadlines.

Strong oral, written, and interpersonal skills

Capable of working independently

Working knowledge of various computer programs, including but not limited to, word processing and spreadsheets.

Working knowledge of Good Manufacturing Practices including, but not limited to, USDA guidelines, OSHA requirements, HACCP regulations, HazMat, and company policies.

Knowledge of, or ability to acquire knowledge of CTQ and CAPA methodology

Knowledge and skills identified are typically acquired through progressive experience in Quality Assurance in the food processing industry

Qualified individuals who are interested in consideration for this position must submit a resume to [careers@mapleleaffarms.com](mailto:careers@mapleleaffarms.com) or to the Human Resource Office.