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| Baxters Logo - May 09.jpg | **Outline Job Description** |
| **Job title** | Fochabers Site Quality Assurance Auditor |
| **Effective date** | January 2023 |

**Main purpose of the role:**

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| * To interact with technical and operations teams to drive technical and hygienic standards to Best in Class ensuring all customer requirements and legislation are met |
| * To conduct internal audits as per schedules, raising non-conformity to relevant departments and ensuring corrective actions are completed. |
| * To give technical approval of paperwork for the production of pre and post packing and in-house process record sheets |

**Main accountabilities:**

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| 1 | To audit all records and ensure sufficient assessment of food safety and quality standards is conducted of each production run prior to release into the marketplace. |
| 2 | Complete all Food safety audits in line with schedule |
| 3 | Complete all GMP audits (including toolbox, daily, perimeter) in line with schedule |
| 4 | Carry out compliance audits across the site |
| 5 | Complete traceability and mass balance audits in line with schedule |
| 6 | Complete daily, weekly, monthly tasks as per schedule – including paperwork, complaints, glass/hard plastic audits, knife reviews |
| 7 | Assist operations with raw material shelf life once delivered to factory |
| 8 | Identify and solve issues using root cause analysis and drive commonality between sites |
| 9 | Support site audits from customers and external auditing bodies |
| 10 | Work in a supportive manner, and communicate problems quickly and effectively to QA Manager and other relevant departments |
| 11 | Support the investigation and resolution of non-conformances and root cause analysis investigation including those related to product, process, internal and external audits. |
| 12 | Support the Food Safety Culture initiatives across the site to empower the operations and engineering teams with knowledge and understanding of the part they play in the production of safe food. |
| 13 | Attend factory huddles and any other meetings required for your job role |
| 14 | To take reasonable care of your own and other people’s health and safety. To inform your line manager, or health and safety representative, if you think the work or inadequate controls are putting anyone’s health and safety at risk. |
| 15 | To co-operate with your manager on all aspects of health, safety and the environment |
| 16 | To support and undertake other projects or roles that are within the capabilities of the job holder and of direct value to the business |
| 17 | **Company Policies and Procedures**   * Ensure that the company message and thinking is communicated to your subordinates * Ensure your awareness and implementation of and compliance with the Quality, Health & Safety and Human Resource Policies and Procedures, with any doubts being raised with your Direct Line Manager.   **Food safety, Legality & Quality**   * Ensure that all staff are suitably trained and where necessary make recommendations to your Direct Line Manager * Ensure all new employees are inducted into the Company following appropriate procedure. * Ensure that all Food Safety, quality and legality procedures and processes are followed   **Health & Safety**   * Ensure that the area in which you are working is safe for yourself and others who may be working nearby and that you comply with your responsibilities in accordance with the Company Health and Safety Policy. * Report any accidents/near misses immediately to the Health and Safety Advisor or your Direct Line Manager. * Maintain good housekeeping within your work area * Ensure the welfare of employees under your control. |

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| **Job Holder** |  |  | **Line Manager** |  |

 **Outline Person Specification**

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| **Job title** | Technical Systems Co-ordinator |
| **Effective date** | March 2022 |

**Key Values:**

* Flexibility towards working hours
* To be an active member of the HACCP team.
* Ensuring Technical related SOPs are regularly reviewed and updated.
* Communication between all levels of colleagues within the business
* People management including delivery of performance review, development and coaching of team.
* Self-starter
* Ability to handover and escalate problems
* Excellent attendance and timekeeping
* Computer literate - experience of Oracle, word & excel
* Excellent knowledge base of product range
* Internal audit training
* HACCP training to minimum level 3
* Intermediate food hygiene
* Thermal process trained