



## Job Description

**Job Title:** FSQ Compliance Clerk

**Reports to:** FSQ Manager

**Schedule:** 9:00am to 7:30pm Monday-Thursday, (10/hr. days)

Shift hours may change depending on projects and departmental needs.

Fridays when requested 8:00am to closing if needed.

Note: Sunday/Night shift hours will be required for inspections & training and audit preparation.

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### General Duties:

Work under the direction of the FSQ Manager in maintaining FSQ SQF/FSMA Compliance Programs, Record Keeping, and duties related to SQF objectives. The FSQ Manager will assign tasks and projects. All projects must be completed on a timely manner. A weekly report on the status of all open and closed projects should be submitted Thursday afternoon for review by FSQ manager. The FSQ manager will assign project priority based on Food Safety and Quality demands.

### Job Responsibilities:

- Work under the direction of the FSQ Manager in training, compliance, record keeping, and duties related to HACCP/HARPC/SQF objectives.
  - Which includes administrative work like document review, creation, and editing.
  - Filing and maintaining documentation record logs
  - Customer communication; providing required documentation and completing forms.
  - Other applicable related projects to be assigned by FSQ manager
- Will be responsible for reviewing and filing the daily QC record logs for all processing departments.
  - CCP/PC monitoring departmental Logs Steam treatment, Grinding, Blending, and packing.
- Working in conjunction with the FSQ manager in Maintaining the Document Control Register.
- Will be responsible for Maintaining the Approved Supplier Program
  - Working in conjunction with Purchasing in obtaining relevant supplier documentation.
    - CLOG, Kosher Cert., COI, SVForm, Gel Spice Supplier Questionnaire, GFSI Cert...
  - Reviewing submitted supplier documentation for approval and compliance with program standards.
  - Maintain the Approved Supplier Register
    - Adding newly approved suppliers
    - Keeping track of who has/has not provided documentation
    - Filing supplier related incidents, removing disqualified suppliers, and Notifying FSQ Manager when suppliers are not compliant, or their documentation is up for renewal.
  - Monitoring suppliers for Raw Materials (product and packaging), Contract Products and Complaints.
- Will be responsible for Maintaining the Internal Audit Program schedule
  - Working in conjunction with relevant departments in obtaining IA Program Review, Verification, and Validation documentation for the FSQ manager to review.
  - Conducting facility inspections as the lead facility auditor and composing and sending audit reports.
- Hold the position of EHS-1 on the Safety Committee-
  - Will work on a team with EHS-2 and FSQ manager for OSHA EHS Compliance.
  - Conducting OSHA Safety audits, Reports at monthly safety committee meetings with the team to discuss daily goals, objectives and company/department updates.
- Inventory of FSQ QC record log needs and cabinets.
- Inventory of FSQ QC Tech chemicals (ATP/Allergen testing Devices), equipment, and storage practices, safety, and use.



- Collaborate closely with FSQ Manager, Laboratory, and Engineering to implement process improvements, and work on studies for verification and validation purposes.
- Customer complaint team member, assisting with internal information flow, when sanitation supervisor is out fill in for logging and filing complaints, and composing responses for approval. Will participate in complaint investigations and costumers response record keeping.
- Assisting in the implementation of new programs, and trainings
- Instructing the proper use, and creation of SOP, SSOPs for relevant programs.

### **Work Environment**

In performing the duties of this job, the employee is regularly in an office environment. When on the production floor the employee is occasionally exposed to high, precarious places; dust, airborne particles, loud noises vibration and, exposed to moving mechanical parts. The noise level in the processing work environment is usually loud; ear protection is required. The employee will spend 75% in the FSQ Laboratory at a desk performing office duties, and up to 25% of their time in the factory monitoring production activities and overseeing employee performances.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to stand for the duration of the production shift; talk or hear; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to walk. The employee is infrequently required to sit; climb or balance; and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 40 pounds, and occasionally lift and/or move more than 70 pounds.

### **A qualified candidate must:**

- Food Safety and Quality Assurance and Quality Control or inspection experience a plus
- Must be organized and detail oriented
- Better than average PC skills
- Better than average Microsoft Office skills (Excel, Word)
- Good verbal and written communication skills
- Must be able to work Fridays, Sundays, and late nights
- Consumable Manufacturing background as a plus
- Food safety or food processing educational background as a plus

### **Salary**

- Starting wage depends on experience.

### **Job Type**

- Full-time Hourly

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**Signature**

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**Date**



**List of Current Projects:**

- 1. QC tech monitoring Record log Review pack and STEM GRN BLN**
- 2. Customer request template- due to a high volume of requests we will get back to you asap....**
- 3. Gel Spice Customer compliance packet Retail, Bulk, and Distribution products**
  - a. FSQ/HACCP/FSMA Summary Report**
  - b. LOG**
  - c. When applicable SPEC's, COI, GF statement, Non-GMO statement**
- 4. IA- Facility inspections and Reports.**
- 5. QC tech. Training Program and files.**
- 6. Document update and review**
- 7. Annual Training- presentation**
- 8. New employee Training- FSQ basics and GMP's**