JOB DESCRIPTION

Position Title: Food Safety & Quality Assurance Specialist

Department: Food Safety & Quality Assurance

Reports to: Food Safety & Quality Assurance Manager

Location: New Jersey Office

Date Written: 05/21/2015 Exempt ☐ Non Exempt ☒

SUMMARY OF POSITION:
The Food Safety & Quality Assurance Document Reviewer will primarily review, evaluate, approve and publish product documents for distribution to customers.

DUTIES & ESSENTIAL JOB FUNCTIONS:
Certificates of Analysis (COAs)
- Review and analyze COAs for compliance.
- Issue COAs to the Company’s customers as required.
- Communicate discrepancies to suppliers and ensure compliance.

Product Specification Development and Review
- Assure supplier compliance with product consistency among multiple suppliers.
- Evaluate GMO, allergen statements and gluten statements from all suppliers.

Quality Assurance Department Responsibilities
This individual will serve as a backup for the following departmental tasks as needed:
- Shipment Evaluation Scheduling: Evaluate the inbound deliveries (DO’s) and assign the appropriate inspection criteria based on frequency, necessity and established shipment evaluation schedule.
- Label Compliance: Review the ingredient declarations, weight statement and nutrition facts panel for accuracy and compliance with all labeling regulations.

QUALIFICATIONS AND SKILLS:
- Interest and aptitude for science and technology; good mathematic skills.
- Proficient in gleaning information by observing, receiving, and otherwise obtaining information from all relevant sources.
- Efficient with processing information by compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
- Active learner; good initiative; excellent organizational skills; detail-oriented and accurate; problem solver.
- Strong computer skills; proficient in Excel and Word.

We are looking for 2 interns for approximately 3 months. This is a paid internship in our Food Safety/Quality Assurance Dept. Please have resumes sent to hr@rolandfood.com.