JOB DESCRIPTION

Quality Assurance Assistant (Warehouse & Compliance)

Reports to: Quality Assurance Manager

JOB SUMMARY:
Provide Support to the Quality Department by monitoring closely incoming ingredients, perform calibration and some micro-plating and environmental testing, and ensure QA Documents (Food Safety & Customer Specs) are kept to date. Able to create documents using a Computer.

ESSENTIAL FUNCTIONS:
1. Inspect Incoming Ingredients & Packaging. Monitor closely perishable items and taste products (if necessary). Examine Certificate of Analysis (when required), and record information on Monthly Excel Spreadsheet.
2. Perform Daily Spot Examination of Raw Materials (especially Perishable Items), identify red dot items, and report to the QA Manager / Purchasing Manager / and with Scheduling.
3. Ensure Food Safety Documents (Master Cleaning Schedule / Pest Control Corrective Action / Food Safety Walkthroughs / Etc) are up-to-date.
5. Take weights of products and transfer to production records daily.
6. Prepare composite sample of finished products, to be sent to outside lab for pathogen presence/absence testing (2x to 3x a Week).
7. Perform Calibration Schedule (Thermometers, Scales, Oven Thermometers)
8. Perform some Environmental Testing (Handswabs, Etc).
9. Audits all areas for compliance with Good Manufacturing Practices (GMP), HACCP and SQF.
10. Files daily QC paperwork.
11. Support Training of BNA Employees (GMPs, Food Safety, SOP’s, Etc)
12. Continuously keeping a tab of QA Monthly Reports
   - Major GMP Violations
   - Product Deviations (FG & WIP)
   - Possible Improvements (Food Safety, Process, Etc)
13. Print Labels (Bakery & Gelato) for next day use.
14. Able to perform duties of Quality Control Assistant (Production) in case of absence.
15. Audit all areas for compliance to Safety Guidelines of Bindi North America.