Laboratory Manager Job Description - Gel Spice (rec'd 6/2/16)

Reports directly to Plant manager, and works in conjunction with FSQ Manager.

Responsibility:

Manage Quality Control Laboratory. Oversee laboratory sampling, plating and data entry. Provide results to requested team members. Oversee the implementation and practice of laboratory programs and Food Safety and Quality procedures.

Programs include:

Product Analysis – Physical and Microbial sampling and analysis for raw materials, in process product, contract product, finished product and Results trending.

Product identification - Lot segregation for customer demands, FDA hold/Release, Testing Hold/Release

Customer Response - Customer communication, requests, and Complaint investigation.

Environmental Monitoring – Follow and maintain program and schedule for sampling and results trending.

Sanitation Verification and Validation for Food Contact surfaces and Results trending.

Approved Supplier Monitoring - Raw material analysis for both Food products and Primary packaging. Contract Product Analysis and Results trending.

Laboratory Manager Job Duties:

- Managing, reviewing, creating and maintaining relevant Food Quality and safety programs and their practice.
- HACCP team member
- Provides Quality Control laboratory results trending information, Inventory management of materials and equipment.
- Establishing specimen preparation procedures; developing and implementing analytical procedures; evaluating laboratory information; consulting with third party laboratory providers; reporting results according to Programs and customer requests.
- Maintains Quality Control laboratory equipment performance by establishing quality standards; developing operations, quality, and troubleshooting procedures; ensuring staff compliance;
• Certifying instrument performance and calibration; arranging equipment replacement, service, and repair.

• Maintains laboratory supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies and reporting usage quarterly.

• Maintains laboratory productivity by monitoring workload of functional areas; identifying peak and slack periods; making operational or staffing adjustments.

• Maintains quality results by participating in internal audits; reviewing quality control and quality assurance programs; making adjustments in policy and procedures; generating reports; maintaining records.

• Maintains laboratory information system by identifying information needs and problems; recommending improvements; establishing priorities; testing; writing user manuals; training employees; maintaining security and confidentiality.

• Manages the filing and upkeep of all laboratory documents and records along with monthly reports.

• Implements new programs, tests, methods, instrumentation, and procedures by investigating alternatives; preparing proposals; developing and performing parallel testing; monitoring progress.

• Maintains laboratory staff by recruiting, selecting, orienting, and training employees and provides all records for training to HR.

• Completes operational requirements by scheduling and assigning employees; following up on work results.

• Maintains laboratory staff results by counseling and disciplining employees; planning, monitoring, and appraising job results.

• Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

• Contributes to team effort by accomplishing related results as needed.

**Laboratory Manager Skills and Qualifications:**


Must be capable of utilizing all senses required for the evaluation of, i.e. color perception, taste, and smell.

11. Physical requirements: Ability to lift 10 pounds continuously, 20 pounds frequently, and up to 50 pounds occasionally.
12. Ability to work overtime as needed is required.

**QC Laboratory Manager**

Reports directly to Plant manager, and works in conjunction with FSQ Manager

- Manage, plan and direct the Quality Control and Microbiology laboratories (internal and external) to ensure lab testing provide the highest quality analytical support for manufacturing while ensuring compliance with protocols, GMP and safety regulations
- Direct the work activities of the finished product / raw material and microbiology work groups to ensure that testing is executed in a timely and compliant manner.
- Manage and filing of Laboratory records
- Manage and scheduling for Laboratory personnel
- Create and direct environmental test functions and applications assure the monitoring samples are conducted in an efficient manner.
- Execute and approve all laboratory investigations, sampling, and testing. (including customer complaint investigations)
- Review and investigate all laboratory data outside of trend (conduct trending analysis)
- Review and approve protocols and reports such as method validation, method transfer, process validation and stability. &(creation of SOP’s and SSOP’s)
- Provide leadership, management, evaluation and training to all laboratory employees. Design, develop and implement Laboratory training programs.
- Ensure all vendors have been qualified and adhere to vendor qualification standards with the aim of optimal utilization of the reduced testing procedure
- Establish and implement a cost ratio (basically save money and prove we need testing or should save by outsourcing with data) or if we can reduce testing due to trending reports.
- Communicate and supply QC/QA with documentation (COA, Specs) and Reports (testing results and instructions)
- Communication, support, follow up with suppliers and customers.
• Supervise workers engaged in inspection and testing activities to ensure high productivity and high technical integrity.

• Develop and analyze statistical data and product specifications to determine standards and to establish quality and reliability expectancy of finished products.

• Provide technical and statistical expertise to FSQ team.

• Ensure Raw materials are received with COA’s and Spec’s and they match up

• Manage laboratory/testing vendors to ensure quality of all purchased services, materials, and testing equipment. (including purchase orders and inventories)

• Provide reports for inspection activity for product throughout production cycle.

• Create, document and implement inspection criteria and procedures

email: andrew@gelspice.com