

GRAY & COMPANY
Michigan Division
Job Description

Job Title: Quality Assurance Supervisor
Reports To: Quality Assurance Manager

Position Summary

Directing and coordinating daily activities of the Quality Assurance Department as well as assisting in developing and maintaining a system to assure that all products meet customer specifications. Other responsibilities include: assisting in internal/external audit processes as well as food safety and security in order to achieve superior quality and reliability levels; assisting in development and maintenance of ingredient packaging, label, and finished product specifications; and ensuring compliance with regulatory requirements.

Essential Functions

- Supervise Quality Technician and Checkers
- Manage all aspects of rework
- Assist in internal and external audits
- Assist in mock recalls
- Manage (delegate) sample shipments
- Manage (delegate) taste panels
- Manage (delegate) glass program
- Manage (delegate) labeling room
- Perform quality projects as needed
- Audit daily records
- Train personnel on GMP, HACCP, and other Quality procedures
- Submit information to QADB administrator
- Other tasks as requested

Competencies & Certifications Required

- Associates degree or equivalent years of experience
- External GMP/HACCP/SQF Training
- Knowledge of SQF
- General knowledge of cherry processing, from arrival of incoming to finished goods
- Knowledge of food safety
- Competency with Microsoft Office
- Excellent organizational skills

Physical Demands of Job

Candidates must be able to perform the physical demands listed below to perform this specific job functions:

- Regular use of hands to feel or handle and regular reaching with hands and arms
- Occasional lifting and/or pushing/pulling up to 50 pounds

Created: 2/18/10; Revised 8/5/11

- Frequent standing and walking
- Occasional climbing, bending, stooping, and twisting
- Ability to handle stress and/or multi-task

Work Environment

The work environments listed here are representative of those that may be encountered by the employee while performing the functions of this job:

- Wet or humid conditions
- Extreme temperatures
- Exposure to brine (salt, sulfur dioxide, calcium chloride)
- Exposure to bleach (chlorine)

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.