



JOB DESCRIPTION

Job Holder's Title: QA Assistant

Reporting to: QA Manager

Direct Reports: None

Site Responsibility: Lichfield

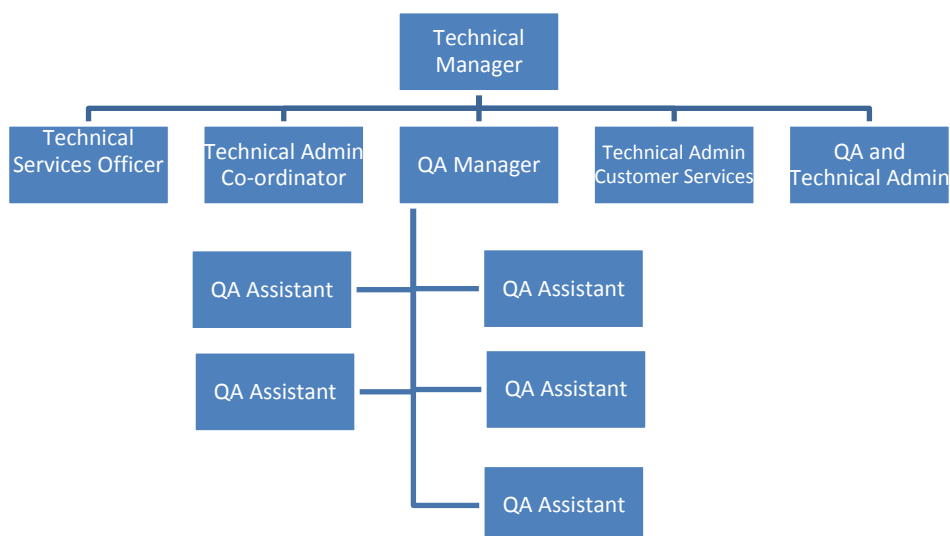
Main Purpose of the Job

Ensuring quality and compliance are adhered to throughout the factory.

Scope of Responsibility

Factory Food Safety Inspections, Audits, Customer Complaint and Foreign Body handling

Team Structure



HR-JD-033 Version: 2	AUTHORISATION	SIGNATURE	DATE	Page 1 of 4
	WRITER: Bryony McHale – QA Manager	HELD ON MASTER COPY	20/07/2017	
	VERIFIER: Richard Scott – Technical Manager	HELD ON MASTER COPY	25/07/2017	
	VALIDATOR: HR Manager – J. Priestley	HELD ON MASTER COPY	26/07/2017	



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Main Responsibilities

1	Conduct GMP audits with production and address any issues.
2	Verify traceability documents have been completed correctly and challenge any mistakes
3	Log complaints and Foreign Bodies – conduct investigations and work with production to reduce reoccurrence
4	Conduct CCP verifications
5	Conduct fabrication/glass audits and liaise with maintenance when non-conformances arise
6	Adhere to testing schedule, competent in A-septic technique, basic understanding of micro analysis
7	Ability to assess/monitor the quality of product at all stages in the process and conduct organoleptic testing
8	An understanding of average weights and check weighers – programming and calculating tare weights
9	A knowledgeable understanding of products manufactured on site including product specifications, products containing allergens, recipe changes.
10	Understanding of pest control – close out actions
11	Understanding of the QMS (Quality Manual), relevant records and procedures and Flordoc
12	Assist with customer / third party audits
13	Conduct pre start hygiene inspection and communicate non compliances
14	Complete any internal or monthly full site audits as required
15	Attend daily meetings as required
16	Conduct traceability tests on FlorIS
17	Conduct comprehensive investigations
18	Non-conformances/Corrective Actions – ensure they are followed up and closed out in a timely manner
19	Suggest improvements within the factory and follow any actions recommended
20	Complete any ad-hoc tasks required

Key Performance Indicators

1	Close out corrective actions, audits and non-conformances within specified timeframe.
2	Foreign Body and Customer Complaints investigated and closed in a timely manner.
3	Challenge incomplete documentation with the person/people responsible in a timely manner.



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Limits of Responsibility

1	Report to QA Manager.
2	Monitor non-conformities and suggesting improvements.

Skills and Experience

1	Competent in IT skills particularly excel, use/understanding of FlorIS, data analysis
2	Awareness of all manufacturing functions and responsibilities
3	Good communication skills and a desire to build cross functional relationships
4	Good attention to detail with a tenacious approach to data accuracy
5	Able to effectively prioritise workload
6	Able to give clear instruction
7	Basic Food Hygiene
8	HACCP Level 3
9	Auditing Qualification

Personal Qualities

1	A team player that supports the sharing of information and values the opinions of others
2	Tenacious approach to data/information accuracy
3	Open to change and constantly drives for improvement
4	Reliable, honest and able to challenge poor performance
5	Able to use own initiative

Job Content

1	Use of PC and FlorIS systems
2	Liaison with multiple manufacturing and support functions
3	Attendance of short term review meetings
4	Escalation and reporting to teamleaders/supervisors and managers of different functions
5	Predominantly factory based involving moving between all manufacturing areas



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Special Tasks

Other Duties

This list of duties is not intended to be exhaustive but gives a general indication of tasks and responsibilities. All employees are expected to work in a flexible manner and acknowledge that tasks not specifically covered in their job description are not excluded.

Job Holder Name:

Job Holder Signed:

Dated:

Signed on behalf of Florette UK and Ireland LTD:

Dated