

Job Description Form

Job Title:	Quality Controller	KPI's and Dimensions:									
Reports to:	QC Manager	To include; -Customer Service (pack-house) -Product is packed to the correct agreed quality standard. -Stock Management -Issues with quality are found and then raised with wider team. Assist in stock counts as required -Hygiene/Housekeeping -Hygiene and 5S audit scores -Health and Safety -Accidents\Frequency, Reporting and Investigation, -- Audit scores for GMP to > 80% on average - Costs -Minimise losses by identification of issues in a timely manner.									
Responsible for: (direct reports)	No direct reports										
Main Purpose of Job:											
To support the OPERATION to achieve the daily production plan by ensuring we maintain accurate records for full traceability and legal compliance. To monitor the quality of finished product on the lines and highlight any issues to the Supervisor. To perform routine quality checks / finished pack checks according to the schedule. To assist with the training of production staff. To support the CAYG policy, the GMP improvement plan and site hygiene policies. To provide information to the pack house of ongoing quality concerns.											
Main Responsibilities:											
1. CUSTOMER SERVICE – to support the pack-house for achievement of the production plan. 2. STOCK MANAGEMENT – to ensure that all stock is correctly labelled, fit for purpose and stored in a hygienic manner. 3. FOOD SAFETY - Responsible for upholding food safety standards through identification and elimination of hazards including foreign body control. promote the quality standards through daily checks and audit schedules, Maintain the effectiveness of the “clean as you go” policy. 4. CULTURE DEVELOPMENT –To continuously inform and involve all relevant personnel in the exchange of information necessary to ensure alignment to current and future objectives. To maintain the training records and identify gaps. 5. PEOPLE MANAGEMENT AND DEVELOPMENT – To co-operate with all relevant parties to ensure that the skills & training requirements of the team are addressed. 6. HEALTH AND SAFETY – To contribute towards maintaining high health and safety standards in the area of responsibility and to carry out all duties and specific responsibilities in compliance with Health and Safety Policies and Procedures. To co-operate with the completion of audit schedules. 7. INNOVATION / IMPROVEMENT – to promote continuous improvement and as part of the team proactively seek new & improved methods of working to increase efficiency or reduce the environmental impact of the overall production process. 8. PROBLEM SOLVING – to participate in problem solving & trouble shooting in an attempt to identify root causes & take fast & effective responses to problems. 9. TEAM-WORKING - To work collaboratively with other teams / functions in undertaking these responsibilities.		<table border="1"> <tr> <td>Competencies:</td> <td></td> <td>Competencies:</td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> ➤ Forward Thinking ➤ Results Focus ➤ Initiative ➤ Communication ➤ Negotiation </td> <td></td> <td> <ul style="list-style-type: none"> ➤ Proactive Cooperation ➤ Practice what you Preach </td> <td></td> </tr> </table>		Competencies:		Competencies:		<ul style="list-style-type: none"> ➤ Forward Thinking ➤ Results Focus ➤ Initiative ➤ Communication ➤ Negotiation 		<ul style="list-style-type: none"> ➤ Proactive Cooperation ➤ Practice what you Preach 	
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Judgement and Decision Making:		Skills and Knowledge:									
<ul style="list-style-type: none"> ➤ Problem-solving ➤ People management 		<ul style="list-style-type: none"> [Organisational and delegation skills to achieve agreed targets [Problem solving ability to resolve issues [Improvement methodologies [Effective communication [Flexible and adaptable approach 									
		Desired Qualifications and Experience:									
		<ul style="list-style-type: none"> [Understanding of customer needs [Behavioural Safety awareness / Risk Assessment experience [Intermediate Food Hygiene Qualification 									