



## Job Description

<b>Job Title:</b>	<b>Quality Assurance Operative</b>
<b>Department:</b>	<b>Technical</b>
<b>Reports to:</b>	<b>Quality Manager</b>
<b>Direct Reports:</b>	<b>None</b>

### Main Scope of Job

1. Assist the Technical Manager and Quality Manager to ensure that standards for quality, safety, authenticity and legality are maintained. Liaise with and support production supervisory staff where production or product quality problems occur.
2. Ensure that the equipment and areas used for manufacturing are maintained in a satisfactory condition. Ensure that the records associated with the tasks concerned are maintained.
3. Assisting the Quality Manager in identifying and implementing any improvements that can be made to the processes or procedures.
4. Abide by the 'People Values' across the Business on an ongoing basis.

### Specific Areas of Responsibility

1. Monitor and check the quality and accuracy of the records generated during the daily production processes, raw material assessments, and finished product monitoring. Ensure that these records are maintained at a satisfactory standard.
2. Monitor and check the accuracy of records required to maintain traceability throughout the process. Report any issues arising to Technical and Production Management.
3. Monitor and check the standards of GMP and Hygiene in manufacturing areas, reporting any issues arising to Technical and Hygiene Management.
4. Monitor and check the controls in place for allergen controls. Reporting any issues arising to Technical and Production management.
5. Undertake audits of these records. Report any issues arising with the Technical and Production Management.
6. Ensure that practices or quality standards are monitored and any that do not meet the Company's or its customer's requirements are reported to Technical / Production Management and where directed assist in rectification,
7. Collect and maintain the samples collected from all packing runs to ensure samples are kept for reference throughout their shelf-life.
8. Liaise with the other members of the QA team to ensure that required information is communicated throughout as required.
9. With the Quality Manager ensure corrective or audit actions are closed out in a timely manner.
10. Undertake factory department audits in accordance with the specified program.

11. Assist the area Supervisors in maintaining adherence to the Company's rules (e.g. Protective clothing, jewellery, eating, use of lockers and fire procedures).
12. Maintain a good working relationship with work colleagues, subordinates, supervisors and management.

Any other duties commensurate with the grade and level of responsibility of this post.

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_