



JOB DESCRIPTION

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Position Title: QA Supervisor
Department: Quality Assurance & Quality Control
Reports To: QA Manager
FLSA Status: Non-Exempt
Effective Date: October 2021

Position Summary:

The Quality Assurance Supervisor will work closely with the Quality Assurance Manager and supervise Line Technicians to maintain internal systems and controls for quality production and adherence to company standards. Uses a variety of techniques and inspection methods to determine if a product meets quality standards. Methods include visual inspections, measurements and functional testing of the product.

Essential Functions:

- Provide technical instruction, support, coaching and mentoring to any level Technician.
- Serve as team leader or project coordinator for lab projects.
- Responsible for customer complaint investigations and developing customer response letters within established time period.
- Utilize Statistical Process Control and other forms of data collection on product and process attributes to clearly present in a data drive format to the management team, for utilization in continuous improvement opportunities.
- Investigate quality related customer/consumer complaints and non-conformance issues.
- Assist QA Manager to develop finished production specifications and hold, reject, and release criteria for both raw materials and finished goods.
- Monitor all quality attributes of raw material,
- Inspectors check samples of a production run to ensure that parts meet specifications at any point in the production process.
- Ensure all company standards and procedures are adhered to.
- Follow all tasks and perform work procedures using Good Manufacturing Practices and HACCP to ensure food safety and ensure OSHA compliance.
- Perform other duties or special projects as needed.
- Responsible for working in a safe and healthy manner, and to take reasonable care of the health and safety of all other staff. Perform daily stretching and/or proper ergonomics of workstation. Supervisors have a specific responsibility for the health and safety of their direct reports and other team members for which they have management responsibility.
- The Physical Requirements and Work Conditions as outlined in this job description are essential functions of the job.



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Minimum Qualifications:

- Bachelor of Science degree, preferably in Food Science, microbiology, or chemistry.
- Continuous Improvement expertise, such as TPM, Six Sigma, or similar is preferred.
- Familiarity with BRC or SQF Food Safety Management is strongly preferred.
- At least five years' experience Managing a Quality Assurance department in a food, pharmaceutical, or other GMP manufacturing environment

Physical Requirements / Work Conditions:

- Normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies.
- Normal exposure to office environment. Occasional exposure to warehouse and manufacturing environment.
- Ability to lift up to 25 lbs.
- May spend extended periods operating desktop computer, requiring hand-eye coordination and finger dexterity; and communicating face-to-face, on the telephone and in writings.
- Periodic physical activity requires walking, climbing, bending, standing, pushing, pulling, lifting, and stooping.