



JOB DESCRIPTION

TITLE: FSQA Lab Manager	DEPARTMENT: FSQA
--------------------------------	-------------------------

SUPERVISOR'S TITLE: VP of Quality Assurance	IS THIS A NEW OR REVISED JOB DESCRIPTION? <input type="checkbox"/> NEW <input checked="" type="checkbox"/> REVISED
--	--

WHAT IS THE ROLE OF THIS JOB? *(Briefly describe the reason this job exists.)*
 Plan, execute, and monitor plant operations in compliance with regulatory and company requirements through testing of products produced in the facility in a laboratory environment to ensure the production of high quality products. Including but not limited to managing all sampling, monitoring, testing, retaining and holding of finished goods produced.

- WHAT ARE THE ESSENTIAL FUNCTIONS / KEY ACCOUNTABILITIES OF THIS POSITION?**
1. Manage all in-bound and out-bound samples from all finished products produced within the laboratory and ensure compliance with the product testing specifications.
 2. Experience in managing department and overseeing laboratory staff on staffing needs, communication, employee training, professional growth, employee behavior, corrective action, scheduling and payroll submission.
 3. Oversee physical, chemical, and sensory characteristics of raw and finished products.
 4. Knowledge in microbiology testing and quality management is essential. Able to write and understand technical procedures and effectively teach, coach and assess competencies.
 5. Conduct microbiological and chemical tests on finished products/ingredients including but not limited to: SPC, Coliform, Yeast/Mold, PH, Brix, aW, and Aflatoxin.
 6. Manage environmental pathogen sampling program of equipment throughout the facility in accordance with the companies SOPs and government regulations.
 7. Organizes samples to be sent to various certified outside laboratories.
 8. Manage the Certificate of Analysis program for all outbound shipments of product.
 9. Maintain an active role in conducting audits to ensure compliance with client and government regulations.
 10. Identify and report non-conforming products with production to eliminate non-conformance.
 11. Work with Research and Development team to establish testing parameters for new products.
 12. Ability to perform root-cause investigations for any micro non-conformance.

- WHAT SKILLS AND EXPERIENCE ARE REQUIRED FOR THIS POSITION?**
(Functional Knowledge, Language/Communication Skills, Interpersonal Skills, etc.)
- Bachelor's Degree in one of the following: Food Science, Microbiology, Biology, Chemistry and 5+ years of experience in Quality Assurance/Quality Control in manufacturing.
 - Must possess excellent analytical and logical problem-solving skills.
 - Ability to work well under pressure.
 - Has solid functional knowledge of food safety and quality control functions.
 - Must possess strong time-management skills and require no daily direction.
 - Exceptional organizational skills and attention to detail is required.
 - Must possess excellent computer skills. (Microsoft Office Suite)
 - Ability to work effectively with people in all levels and functions within the organization.
 - Must have previous management experience with food manufacturing environmental programs.
 - Ability to work a flexible schedule including special projects and weekends.
- Physical Job Requirements:**
 The following physical elements will be required of the employee
 20% of time: Standing/Walking/Climbing/Lifting (up to 50lbs)/Pulling and/or Pushing/Grasping with fingers/Reaching with hands and arms/
 Stooping and Crouching; Extreme hot and cold conditions
 80% of time: Working in an office environment



JOB DESCRIPTION