

T S FOODS LTD.

JOB DESCRIPTION

Job Title: **Quality Assistant**

Reporting To: **Quality Manager**

Hourly Rate: **£11.15**

Hours of Work: **Mon-Fri 08:30-17:00**

Key Responsibilities: **Responsible for the implementation and monitoring of the company's quality assurance procedures.**

Tasks and Duties:

- Liaise with the production team to achieve the highest possible standards of product quality, safety and hygiene.
- Ensure that products despatched from the company meet company and customer standards and statutory regulations.
- Monitor production and packaging processes, raising problem areas with production staff in the first instance and if the problem is not resolved promptly, inform the Factory/Quality Managers of any areas requiring attention.
- Ensure performance of critical tasks to maintain product quality (eg. calibration, temperature monitoring, etc.).
- Ensure production and packing staff accurately complete all agreed Quality records.
- Carry out spot checks to verify accuracy of these records
- Monitor and compile accurate records of;
 - weights of products produced on a daily basis,
 - area temperatures of chills and freezers throughout the factory
 - metal detectors,
 - glass audits.
- Ensure inspection of incoming and outgoing goods and investigation of all customer complaints and supplier deficiencies.

- Conduct daily cook ups of products being manufactured and maintain accurate records of all tastings.
- Complete a weekly and monthly quality check summary
- Maintain records of customer complaints and supplier deficiencies.
- Keep database of non conforming products and supplies
- Ensure approved supplier information & specs are keep up to date and contact suppliers for information as required
- Update and maintain the following information as required;
 - Supplier reports
 - BRC Certificates
 - Stock of dry materials.
- Download and record information from Data loggers on a daily basis.
- Conduct Traceability and mass balance exercises periodically.
- Ensure Document control is kept up to date for all records.
- Apply attention to detail and accuracy when data handling.
- Maintain positive relationships with suppliers, laboratories and other 3rd parties.
- Accompany pest control personnel on routine visits
- Any other duties as directed by the Quality Manager.

General:

- Comply with site Health and Safety requirements.
- Observe all company procedures at all times.
- Have a flexible and positive approach to the role.

T S FOODS LTD.

PERSON SPECIFICATION - Quality Assistant

<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Qualifications/Attainments	<ul style="list-style-type: none">• GCSE Maths and English• Ability to understand written and spoken English.	<ul style="list-style-type: none">• Food/Quality qualification.
Relevant Knowledge & Experience	<ul style="list-style-type: none">• Experience in food preparation in a commercial environment.• Experience in producing and maintaining accurate records	<ul style="list-style-type: none">• Experience within the food industry• Awareness of quality management systems (eg. BRC)
Skills & Competencies	<ul style="list-style-type: none">• Experience of working in a busy and demanding environment.• Good interpersonal/communication skills, both verbal and written.• Evidence of good planning, organisational and time management skills.• Ability to work as part of a cohesive team.• Proven ability to work on own initiative and be self-motivated.• Evidence of the ability to apply a logical and methodical approach to work.• Good numeracy skills.	<ul style="list-style-type: none">• Evidence of excellent analytical and problem solving abilities.

Circumstances	<ul style="list-style-type: none">• Fully flexible with shift, working patterns and tasks.• Ability to deal with the physical demands of the role.	
----------------------	---	--