

TS Foods Job Description

Job Title: Product Specification/Quality Assistant

Reporting To: Technical Manager

Hourly Rate: TBC

Hours of Work: 40 hours per week

Key Responsibilities: Your responsibilities include:

- writing specifications for new and updating existing products
- for the implementation and monitoring of the company's quality assurance procedures.

Tasks and Duties:

- Manage bespoke customer specification systems and technical libraries to ensure they are appropriately maintained and updated
- Build and maintain customer QAS documents. Manage new products and amend existing products.
- Generate and verify artwork and finished printed packaging and labels to ensure compliance with our customers and legal requirements.
- Accountable for approving all Pack Copy Information ensuring that all legislative requirements are met and are in line with Company procedure.
- 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 Production/Quality Managers of any areas requiring attention.
- Ensure performance of critical tasks to maintain product quality (e.g. 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.
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- 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.
 - Ensure approved supplier information & specs are kept up to date and contact suppliers for information as required
 - 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.
 - Any other duties as directed by the Technical Manager.

General:

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

TS FOODS LTD.

PERSON SPECIFICATION - Quality Assistant

Criteria	Essential	Desirable
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 (e.g. 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 	