



JOB DESCRIPTION

Job Title: Quality Assurance Technician
Reports To: Technical Services Manager
Key Absence Cover: Technical Services Manager
Company: Fine Lady Bakeries
Directly Responsible For: N/A
Job Holder:

Overall Job Purpose:

To assist in the co-ordination of all the activities of the Quality Function with production activities in order to achieve the required standards of Quality, Food Safety and Legal Compliance by carrying out various quality audits within the bakery to achieve the needs of the company and its customers.

NATURE AND SCOPE OF POSITION:

The job holder is a key member of the Bakery Staff and is responsible for providing support in respect of Quality Assurance, Food Safety, Legislation Requirements and Documentation.

The prime responsibilities of this position is to assist in the organisation and enforcement of all Quality and Food Safety systems, which operate in the bakery thereby ensuring that all processes are operated, and all products are manufactured in accordance with Fine Lady Bakeries, Customer and Statutory Requirements.

The job holder will actively support management and assist in Quality and food safety monitoring, the improvement of these and undertaking any necessary specialist training appropriate to the function.

Main Job Responsibilities:

1. Inspection and measurement of finished product as specified by various quality procedures and supporting documentation.
2. Carrying out various internal audits to ensure compliance.
3. Auditing of documentation and identifying and issuing non conformances where required.

4. Carrying out of all aspects of Equipment Calibration, Metal Detectors, Check Weighers, Temperature Probes and scales
5. To liaise with the Production personnel to ensure the quality checks they undertake are completed accurately and to time.
6. Understanding of who our external suppliers are and what our requirements are of them including certificates of conformity etc.
7. To collect samples and organise the daily bread panels
8. To collect readily available and relevant information in order to resolve issues or carry out tasks.

This list is not exhaustive, there may be other aspects to the role as and when necessary to fulfil the requirements of Fine Lady Bakeries.