

**Position Title:** Director of Quality Assurance

### **Position Summary**

A leadership role in all areas of Quality Assurance, Safety and Sanitation; responsible for developing the departments from the bottom up and achieve continuous improvement.

**Responsibility:** Key member of the executive management team and has direct P&L responsibility

### **Experience**

Bachelors Degree in Microbiology, Food Science or related disciplines and a minimum of 10 years management experience within the food industry. Current USDA HACCP certification in both Meat and Seafood. Strong computer skills with ERP system experience. Knowledge of CAL-OSHA regulations. Bi-lingual (English/Spanish) is a plus. A proven self-starter with the ability to motivate subordinates and a skilled communicator who is able to convey information, ideas and policy to all levels.

### **Duties and Essential Job Functions**

- Provide support, structure and documented formal training for employees that will instill and foster a “quality first” attitude company wide
- Daily management of activities and personnel, ensuring that company quality standards are maintained
- Hiring, discipline, annual reviews, and termination of employees
- Establish individual and departmental goals with an emphasis on improvements
- Employee monitoring and testing procedures to measure progress of individual employees
- Track progress of departmental goals and provided trend analysis to management
- Provide weekly KPIs that monitor adherence to company quality standards and progress in continuous improvement programs
- Responsible for external and internal product testing
- Responsible for third party audits
- Responsible for supplier screening/audits and monitoring program
- Responsible for maintaining current records of all QA data which include current product and ingredient specifications and vendor qualifications as well as MSDS data
- Handles all communication and coordination of activities with all regulatory agencies including USDA, FDA, Health Department and Waste Water.
- Development of departmental budgets
- Member of CORE emergency team
- Responsible for all employee job safety programs as required by OSHA

**Company Summary:** Privately owned, established USDA food processor with 12 years of consecutive growth.

**Facility/Location:** New, state-of-the-art 80,000 square foot, USDA facility located in Morgan Hill, California

### **Company Core Competency**

We create and manufacture recipes from any culture around the world within these categories:

- Soups, Sauces, Chowders and Gravy
- Chili and Stews
- Puddings and other desserts
- Mashed Potatoes and Polenta
- Pot Pies, sweet or savory  
(finished personal size or just the filling)
- Ravioli and Tortellini
- Bandolini (pasta purse)
- Gnocchi (potato dumpling)
- Pesto
- Butters (sweet or savory)