

POSITION DATA					
<b>JOB TITLE:</b>	Product Quality Supervisor	<b>SUPERVISES</b>	Quality Systems Graders, Quality Systems Group Lead(s), Sanitation GL(s) and Sanitarians	<b>SALARY:</b>	\$65,000 to \$80,000
<b>DEPARTMENT:</b>	Quality Systems	<b>REPORTS TO:</b>	Quality Systems Manager	<b>LOCATION:</b>	Brockport
JOB SUMMARY					
<p>Provide leadership in associate training, and implementation and auditing of Quality Systems procedures, to ensure customer's expectations and food safety requirements are met.</p> <p><i>Nortera Foods USA Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> <li>▪ Train graders, Sanitation employees, Quality Group Leads, all aspects of Quality systems and customer specifications.</li> <li>▪ Manage time off, performance, reviews, counseling, engagement, and discipline among assigned Quality and Sanitation team members</li> <li>▪ Manage relationships with chemical suppliers to maintain proper inventory levels and stay current with cleaning practices and technologies</li> <li>▪ Reviews processing schedule and quality requirements to determine staffing requirements, work procedures, and duty assignments.</li> <li>▪ Prepare and support facility audits, including SQF. Participation in audits as required, or in the Quality Systems Manager's absence.</li> <li>▪ Assist in Customer and Regulatory tours and inspections as needed.</li> <li>▪ With support from plant leadership, maintain SOPs and SSOPs for Quality and Sanitation</li> <li>▪ Investigate as necessary holds and maintain documentation of releases.</li> <li>▪ Manage facility held stock by completing product dispositions, getting Management input, when necessary</li> <li>▪ Oversee critical record review and associated product release</li> <li>▪ Identify and suggest process improvements for the Quality System and Quality Team</li> <li>▪ Participate in the Food Safety Team</li> <li>▪ Assist in training and auditing of the facility HACCP plan, Food Safety Plan, and quality system procedures.</li> <li>▪ Participate in Internal Auditing, as assigned</li> <li>▪ Oversee line sanitation inspections, train and delegate to graders</li> <li>▪ Perform tasks of the Environmental Monitoring program, review results with Quality Systems Manager</li> <li>▪ Evaluate Sanitary design flaws, review findings with the Quality Systems Manager and Maintenance Manager for remediation</li> <li>▪ Perform microbiological investigations, vector sampling, and interpretation of results with the Quality Systems Manager</li> <li>▪ Responsible for ensure the Master Sanitation Schedule is completed and accurately documented</li> <li>▪ Assist in sampling as required due to holds and/or other product reviews.</li> <li>▪ Communicate to Operations any nonconformance in personnel task completion, completion of critical records</li> <li>▪ Communicate to Production and QS Managers when trends and issues are seen regarding bulk products or employee performance.</li> <li>▪ Coach fellow associates regarding adherence to GMP's, GDP's, SOP's and quality system procedures.</li> <li>▪ Communicates issues to Management and Group Leaders in a timely, professional manner.</li> <li>▪ Complete other tasks as assigned by the Quality Systems Manager.</li> <li>▪ Respond to customer complaints in the Quality Manager's absence</li> <li>▪ Facility recall coordination in conjunction with, or in the absence of, the Quality Systems Manager</li> <li>▪ Create and instill a positive work environment</li> <li>▪ As part of a strong supervisory staff, responsible for the adherence and enforcement of facility policies, procedures and programs.</li> <li>▪ <b>Report any food safety, health &amp; safety, or quality concerns to your immediate supervisor, (MANDATORY)</b></li> <li>▪ Always works in a safe manner, Enforce and implement policies to establish a culture of health and safety.</li> </ul>					

QUALIFICATIONS			
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>● <u>    </u> Excellent organizational and communication Skills.</li> <li>● <u>    </u> Computer literacy of Google platform.</li> </ul>		
<b>PHYSICAL DEMANDS</b>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> <li>▪ Carrying/Lifting – Frequently up to 15lbs, Occasionally up to 50lbs</li> <li>▪ Pushing/Pulling – Frequently up to 40lbs, Occasionally up to 100lbs</li> <li>▪ Occasional bending, squatting, twisting, climbing, crawling, reaching</li> <li>▪ Frequent dexterity, standing, walking, typing</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Moderate</p>		
<b>WORK ENVIRONMENT</b>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Normal office environment</li> <li>▪ Noisy conditions</li> <li>▪ Dusty conditions</li> <li>▪ Hot or humid conditions</li> <li>▪ Wet conditions</li> <li>▪ Exposure to extreme/seasonal temperatures</li> <li>▪ Exposure to chemicals or solvents</li> <li>▪ Work near moving mechanical parts</li> </ul>		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>● A combination of education and experience is taken into consideration for consideration of this role.</li> <li>● Must be bilingual in English and Spanish</li> <li>● Flexible schedule required, including availability to work one day during weekends</li> </ul>		
<b>EDUCATION</b>	A combination of education and experience is taken into consideration for consideration of this role.		
APPROVALS			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>		<b>DATE:</b>	

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*