



Bay State Milling Job Description

Job Title: Quality Assurance and Safety Supervisor
Department:
Reports To: Director Quality Assurance, MMB
FLSA Status: Salaried, non-exempt
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SUMMARY

The Quality Assurance and Safety Supervisor is responsible for monitoring and improving the overall Food Safety and Quality programs at MMB sites to deliver a finished product that meets or exceeds the requirements of Bay State Milling, Regulatory Authorities, and Customer expectations. This includes standardization of QA protocols and product specifications in parallel to other sites, deepening knowledge of supplier programs and practices, consistency in establishment of testing schedules and auditing, as well as evaluation of laboratory capabilities and resource needs. Further, this individual provides oversight for all location certifications including organic, Global Food Safety Initiative (GFSI), Non GMO and more. The Quality Assurance Supervisor will also lead the training efforts for regulatory compliance and overall employee safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES *include the following. Other duties may be assigned.*

- This position leads and/or actively participates in initiatives to support the CQA business plan and Site programs such as safety, recognition, and community service
- This position is expected to oversee the development, implementation, review and maintenance of the BRC and Company Food Safety/Quality System, including food safety fundamentals, and the food safety plan. Communicate to site management, CQA, and operations all information essential to ensure the effective implementation and maintenance of those System
- Leads and manages site sanitation and Pest management program including weekly meetings with 3rd Party Pest Control Operator and quarterly reviews.
- This position is expected to build relationships and be the first point of contact for customer inquiries and questions relating to food safety and quality of products originating in the facility
- Set up, adjust, calibrate and operate laboratory equipment and instruments such as microscopes, chemical balance scales, moisture, grinding and sieving tests, gluten tests, and other equipment

- Test materials used as ingredients and other products for such qualities as purity, stability, density. Test solutions used in processes for chemical concentration, specific gravity, or other characteristics
- Test samples of manufactured products to verify conformity to specifications. Performs Neogen system microbiological (EMP) testing and collects composite samples prior to testing or submitting to third party lab
- Record test results on standardized forms and writes test reports describing procedures used
- Cleans and sterilizes laboratory equipment
- Prepares chemical solutions according to standard formulas
- Perform metal detector tests; evaluate magnet findings and metal detector kick-out
- Check for Sanitation Guidelines and Equipment via Pre-Operational Reports
- Assist with label control and production
- Lead facility compliance, food safety, and employee safety training utilizing BSM's Alchemy System and other resources
- Preparation for internal and external quality audits both from customers and due to certification requirements
- Monitor and report on quality standards, deviations, and cost/value opportunities for all products manufactured in the facility
- Responsible for shelf life studies and check sample program management
- Actively seek out and lead cost savings opportunities for the facility on a regular basis. Participate in Continuous Improvement projects or Lean initiatives
- Make ship/no ship decisions

QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily in the time allowed. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE

- Bachelor's Degree in Food Science, Cereal Science, Biology, Chemistry, Milling Science or equivalent is highly preferred
- HACCP, PCQI Certified
- 5-8 years laboratory experience
- Previous laboratory Supervisory or Management experience is a plus
- Experience in the grain/agricultural industry is preferred
- Computer skills are a necessity, specifically in spreadsheet/Excel format. Prior experience with Microsoft Dynamics AX is a plus

LANGUAGE SKILLS

English fluency is essential. Must have strong verbal and written communication skills, with ability to respond to either common and sensitive inquiries or complaints from internal and external customers.

REASONING ABILITY

Must have seasoned judgment and business situation versatility, with ability to define problems, collect data, establish facts, and draw valid conclusions.

OTHER SKILLS & ABILITIES

Demonstrates considerable knowledge of principles and practices of personnel administration, effective oral and written communication skills, and excellent interpersonal skills. The ability to work independently and cooperatively across functions is essential. The ability to work with highly confidential and sensitive data, materials in a professional and appropriate manner is critical.

PHYSICAL DEMANDS *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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit or stand. The Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *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 individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is generally exposed to a manufacturing, environment and subject to noise, dust, industrial type machinery. Exposure to allergens such as wheat and grain dust will also be frequent.

FOOD SAFETY / SECURITY REQUIREMENTS

The Company is committed to producing and delivering defect-free products. To ensure this, all employees are required to be trained on and adhere to the Good Manufacturing Policies set forth by the Company as they pertain to personnel practices, equipment, and facilities. It is also vital that all employees be aware of the work environment and when possible, prevent accidental or intentional adulteration of products produced at this facility. As a result any employee has a right to put product on hold if they have a concern. At the plant level, only the Quality Assurance Manager and General Manager have the authority to release product on hold.