

Flexpro Meals – Quality Assurance and Food Safety Manager

The Quality Assurance and Food Safety Manager is the on-site food safety and regulatory authority at Flexpro Meals. The position has the primary responsibility of driving the food safety systems for Flexpro Meals by developing, modifying, and maintaining the plants' HACCP, and regulatory programs to ensure compliance with all regulatory requirements for the production of safe and wholesome food.

Assures consistent quality of production by developing and enforcing good manufacturing practices (GMP), validating processes, providing documentation and support the managing the team through training.

The successful candidate will build strong internal relationships with Sales, Operations and Finance and be responsible for business partnering, forecasting, planning, analytics, and ensuring effective financial control over their specific areas of responsibility.

This is an exciting opportunity for a self-starter that enjoys working in a fast-paced environment, and is comfortable working in a small, lean organization. The ideal candidate has leadership skills, is process oriented, is highly ethical, possesses a high degree of intellectual curiosity, is business savvy, and has a solid quality assurance foundation. The Quality Assurance and Food Safety Manager will have significant input and involvement in the overall business process.

Responsibilities:

- Assures compliance to all areas of manufacturing including raw and cooked processing, finished product storage handling and shipping as well as developing, implementing and maintaining a Hazard Analysis Critical Control Points Program
- Assists in the development and maintenance of raw and cooked materials sub - assembly and finished product specifications
- Approves all raw and cooked materials for use in production via sampling and inspection guidelines
- Monitors packaging containers for quality and capacity
- Coordinates with management in areas of safety and discipline as prescribed by company policy when applicable to ensure compliance with local and federal regulations.
- Takes appropriate steps to ensure safety awareness among employees
- Coordinates training for all employees in the areas of HACCP, GMP's and other regulations and ensures documentation of the program
- Ensures that the preoperative sanitation inspections are conducted and proper follow - up occurs when unsanitary conditions exist
- Monitors the established programs for incoming raw and cooked ingredients in the areas of product rotation sampling, frequency sample testing and reporting of data to management to assure conformance to specifications
- Follows up with suppliers and/or buyers to ensure corrective action is taken, Implements and monitors programs to ensure compliance to finished good specifications
- Maintain and audit Quality Management System for both internal and customer produced products
- Supervises testing procedures to ensure that analysis methods are accurately followed
- Establishes and maintains a systematic sampling of in-process and finished product using acceptable techniques
- Keeps records of all tests performed and provides management with copies of test records
- Aids and assists in areas of new product development assuring new product specifications meet quality assurance levels outlined by customer and marketing groups

- Reviews and works toward resolution of customer complaints
- Audits plant compliance to Federal and State regulatory standards and reports any deviation to senior management
- Supervises, trains and develops subordinates if applicable
- Responsible for conducting yourself and ensuring your subordinates (if applicable) conduct themselves in a manner consistent with company mission, values, code of ethics policies and other standards of conduct

What we need from you:

- The desire to make a meaningful difference. Must be self-motivated with the ability to work independently. We need someone who competes to win!
- Authentic leader: direct communicator, able to build strong relationships across the company, with all levels.
- Must have great collaboration skills, with the ability to effectively work closely with cross-functional teams.

Education: Bachelor's degree in food safety or equivalent

Years of Related Experience: 3-5 years related experience

Knowledge/Skills/Abilities:

- Demonstrated intermediate level proficiency in Microsoft Windows Suite to include Word Excel and PowerPoint
- HACCP Certification preferred
- PCQI Certification preferred
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions as well as professional journals, technical procedures or governmental regulations as well as product specifications
- Ability to write reports business correspondence and procedure manuals
- Demonstrated problem solving ability
- Ability to effectively communicate verbally as well as in writing
- Ability to effectively present information at meetings and respond to employees of all levels of management and related business units
- Experience in food or beverage manufacturing a must
- Demonstrated supervisory experience
- English/Spanish is preferred

Contact:

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