

Job Title: Food Safety & Quality Assurance SQF Practitioner/Document Control Specialist

Reports to: Facility Senior Manager

Job Purpose: The SQF Practitioner/Document Control Specialist is a crucial contributor to the success of Pinsa Romana. This position will be responsible for managing SQF compliance and maintaining an organized and detailed library of documentation. This position will be responsible for the administration and control of all SQF and Food Safety and Quality documents that are received, created or issued for the business.

Essential Functions include the following.

- Facilitate/support the direction of the FSQA Technician staff members to support compliance with SQF.
- As the SQF practitioner this position will be responsible for review of all documents to maintain compliance with SQF.
- Maintains, organizes, and updates documents in electronic management systems. Familiarity with SharePoint preferred.
- Demonstrates adherence to SQF and Pinsa Romana's document control policies, procedures, standards, and guidelines
- Provides services for document requests
- Communicates SQF and document requirements to all members of the Pinsa Romana Team.
- Performs writing, collection, entry, and distribution procedures as required
- Ensures document transmittals by others are accurate and complete
- Utilizes interpersonal skills in maintaining balance with all party's requirements and priorities
- Proactively communicates with all Food Safety and Quality Assurance personnel and internal teams to manage workload and project requests
- Contributes to development of department policies including documentation, storage, and organization policies
- Initiates corrective action for continuous improvement of efficiency and SQF compliance
- Performs quality assurance and quality control documents
- Performs periodic archiving and audits to maintain document repository standards
- Investigates compliancy as necessary
- Support SQF/FSQA documents with verification of document accuracy through audits
- Act as a back-up for Quality Assurance management staff members as assigned by Director of FSQA.
- Ensure facilities comply with FDA regulatory requirements related to product safety. Assures compliance to business policies for product quality which includes daily recordkeeping reviews. Ensures implementation of all new requirements as set forth.
- Ensure facilities comply with GFSI standards. Manage and participate in annual audit preparation and 3rd party audits. Manage corrective action requirements from GFSI internal and 3rd party audits.
- Ensure all plant personnel comply with cGMP (Current Good Manufacturing Practices).
- Exercises plant floor leadership skills to ensure strict adherence to plant policies, rules, regulatory compliance, and company's quality policies.
- Lead/participate in company's continuous improvement and safety programs.
- Develop and implement corrective actions as needed for CAPA programs, consumer complaints, and Quality Improvement plans. Manage plant timelines and documentation for milestones within these programs.
- Ensure facility conforms to APHIS requirements for exporting finished goods. Participate in annual audit with APHIS.
- Support new product development with trials and collection of data as required.

Qualifications:

- Bachelor's Degree in a science-related curriculum; or
- 3-5+ years of experience in QA management in a food manufacturing environment and strong understanding of QA systems (i.e., HACCP, cGMP, FDA and/or USDA regulations, etc.).
- Thorough knowledge and understanding of OSHA requirements in a food manufacturing environment.
- HACCP training and certification
- SQF experience
- PCQI training
- Familiarity with food microbiology
- Strong leadership skills
- Strong use of Microsoft Systems