

Director of Quality

Department: Quality
Reports To: Chief Operations Officer
Location: Corcoran, CA

Pay Range: \$

SUMMARY

The Director of Quality is responsible for quality oversight of end-to-end processes related to make, assess, and release our company products. This role is also responsible for the continued effectiveness and improvement of the organization's quality policies and programs, including development and implementation of new systems in response to Quality System feedback and changes in the business objectives. This role promotes teamwork, collaboration and recognition across all departments as the Head of the Quality team. This role is a member of the local leadership team and supports cross-functional business unit goals and objectives. This position provides leadership to and directs Customer Service, Quality Assurance and Food Safety programs and sets goals, monitors work, and evaluates results to ensure that departmental and organizational objectives and operating requirements are met and in line with the needs and mission of the organization.

This position is located in Corcoran, CA.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Regularly interacts with senior management on matters regarding the state of the Quality Management System.
- Ensures that Quality Management System requirements are effectively established and maintained in accordance with applicable regulations and standards.
- Directs coordination of activities with regulatory agencies such as USDA and FDA
- Ensures the facility meets all required food safety laws, regulations and corporate policies
- Mentor and coach direct reports and others in a team environment.
- Evaluate Quality systems and processes to improve product quality, efficiency and throughput.
- Understands domestic and international Quality System Requirements and how they interact to be able to provide quality guidance to other departments.
- Establishes operational objectives and work plans for the Quality Department and delegates assignments to subordinates.
- Develop systems and processes that increase product consistency and conformance to requirements; and improve operational efficiency.
- Maintains ultimate responsibility for the following processes:
 - Lot release of in-process materials and finished goods (production batches).
 - Validation Program.
 - Document and Change Control, including customer notification when required.
 - Deviation and Non-conformance Reporting, including customer notification when required.
 - Hosting of Internal and External Audits (customer, regulatory or supplier).
 - Directing and overseeing the CAPA management process.
 - Oversight of the Management Review process.
 - Maintaining the Supplier Management program
 - Responsible for product recall management
 - Responsible for stock rotation, trace, and release of finish product
 - Responsible for the management of nonconforming finished product

- Oversee the daily observations of production processes (including inventory, rework and disposal, laboratory testing, etc.)
- Control inventory levels by conducting physical counts; reconciling with data storage system
- Responsible for improvement in customer service quality results (by studying, evaluating, and re-designing processes; establishing communication with customers; monitoring and analyzing results; implementing changes)
- Ability to prepare and directly manage third party customer audits to include FDA, USDA, Silliker, etc.
- Responsible ensuring the pack plan is in conformance to customer specifications
- Oversee the customer service program
- Responsible for contract review
- Responsible for inventory management
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE

B.S. degree from four-year College or University; or 5-7 years related experience and or training; or equivalent combination of education and experience. Degree in Food Science, Chemistry, or Microbiology preferred. Minimum of 3 years management experience required.

OTHER QUALIFICATIONS

- Strong tactical decision-maker who handles unforeseen issues as they relate to compliance with regulations.
- Works and communicates effectively and professionally in a cross-functional team environment
- Previous knowledge working in food production
- Proficient in writing technical documentation and quality assurance reports
- Knowledge of USDA and FDA requirements
- Minimum of 5-7 years experience in Quality & Food Safety, HACCP, GMPs, SOPs
- Refined research, investigative and analytical skills
- Auditing experience and/or knowledge
- Detail Oriented with solid organizational skills
- Able to multi task and work independently with minimum supervision
- Proven leadership and communication acumen with a demonstrated ability to coach and mentor staff to achieve desirable results.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to effectively communicate complex computer related concepts to all skill levels found in the user community.

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 sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, and color vision.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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 occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet. However, excessive noise levels are present in the operations areas.

Interest applicants with qualifications and experience send resume to kathleena.keovilay@unitedwestaff.com.

Employer will offer relocation compensation for the right candidate (Corcoran, Hanford, Lemoore, Visalia, Tulare (within surrounding areas) etc.....