

Clearly Drinks	<b>Position Description</b>	Nº ISO	
		Edition	02
	Quality Assistant	Date	Jan 2023
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## Overview

Position title: Quality Assistant (Shift Based)  
 Department: Quality  
 Position title Manager: Technical Manager  
 Position title direct reports: Zero  
 Location: Sunderland

## Description Summary

To provide specialist quality and technical support, and direction, to all operational departments within the factory, ensuring that all quality standards, objectives, and procedures are complied with, maintained, and continuously improved.

## Responsibilities

- To ensure that the output from Production meets all company and customer quality requirements and standards.
- To provide support, guidance and training as required to operational teams (e.g., Sensory training, Basic Food Hygiene)
- To plan, prepare and conduct audits on the Quality Management and Food Safety (HACCP) systems ensuring that appropriate corrective actions are identified, implemented and re-audited.
- Ensure that all equipment and services required for quality purposes are maintained, and calibrated.
- To ensure routine microbiological analysis on plant, raw materials and finished products.
- To maintain quality consumables on site within the agreed annual budget.
- Support and co-ordinate trials, as required, of new products, materials, and processes.
- To assist the drive for continuous improvement ensuring that quality and food safety standards are driven forward using the most cost-effective methods.
- Represent the site as required on quality issues with customers, suppliers, and statutory bodies as well as relevant site meetings.
- Coach the shift production teams against the quality framework standards and be an ambassador for the quality department.

## Person Specification

- Proven communication skills with ability to flex styles to differing individual needs
- Sound knowledge of food production process and legislation is essential
- Competent computer skills required, Excel an advantage.
- Running and supplying reports to represent trending and analysis
- Proven experience in food safety management and auditing.
- Well-developed interpersonal skills, specifically relationship building, facilitation, written / verbal communication is essential
- Strong leadership skills

	Editor	Reviewed	Approved
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Function	HR		
Date	January 2023		

- Experience of working with in an FMCG environment preferably within a Quality function
- Experience in developing, implementation and maintenance of food quality management and auditing.
- Willingness to live and breathe the company values

### **Knowledge, Skills & Experience**

- Relevant Degree or equivalent, or 5 years relevant industry experience.
- HACCP intermediate level essential
- Intermediate Food Hygiene
- Lead Auditor trained

### **Values**

- Seek to achieve and maintain the highest level of excellence in the products we provide for our customers – Customer First
- Ability to be resilient, unwavering, and single minded in critical circumstances to protect the business in the provision of product integrity, employee safety and environmental protection – Be the Best
- Works collaboratively with peers and extended teams, building common agendas, aligned objectives and delivery plans – Stronger Together
- Delivers critical compassionate challenge sensitively but effectively to support drive for continuous improvement throughout the supply chain operations – Make It Happen
- Is keen to make a difference through increasing awareness of environmental impacts and performance both locally and the environment as a whole – Socially Responsible

### **General**

- To take responsibility for the health, safety, and welfare of yourself. Actively follow the Company's Health and Safety Policy, procedures, and safe systems of work
- Actively follow the Company's Environmental Policy and procedures and play your part in the achievement of environmental initiatives
- Be responsible for your quality of work and ensure that any quality checks required are carried out. Seek support as necessary
- To observe and continually promote equal opportunities and diversity
- To undertake all reasonable training activity designed to support you in your role
- To gain an understanding of the company's products
- To note, understand and comply with the Company policies and procedures. These documents will be available on People HR and available to sign independently.

- To undertake any such other reasonable duties within your skillset as may from time to time be required by your manager