

Job Title: Quality Assurance Supervisor

Date Posted: 02/19/10

Location: Ovid, MI

Date Closed:

When Filled

Reports to: Quality Assurance Manager

Primary Duties:

You will be a technical and supervisory resource responsible for the quality of dairy products manufactured at a milk processing plant that operates three shifts a day, seven days a week.

1. Assure that products meet customer, regulatory and internal standards for safety and quality.
 - a. Onsite testing and documentation
 - b. Troubleshooting and problem solving resource
 - c. Complete cycle through corrective action inspections
2. Represent and supervise the quality department under the direction of the QA Manager.
 - a. 7 unionized employees on three shifts
 - b. Lab certification and training standards
 - c. Evaluate lab testing results
 - d. Evaluate plant quality issues
 - e. Write and reply to any customer complaints
3. Supervise the sanitation and good manufacturing practices (GMP's) of the plant to meet quality expectations.
 - a. Draft and update Standard Operating Procedures for operating and Sanitation Standard Operating Procedures for cleaning each piece of manufacturing equipment.
 - b. Conduct sanitation audits and inspections to confirm compliance
 - c. Problem solving resource for processing or cleaning shortfalls
 - d. Monitor the effective and efficient use of cleaning chemicals & utilities
 - e. Work with Pest Control Officer.
 - f. Supervise an effective post sanitation swabbing program.
4. Develop, schedule, conduct and document adequate and timely employee training so that jobholders know what they need to do in their jobs relative to:
 - a. Sanitation
 - b. HACCP
 - c. Chemical usage and selection
 - d. Food Safety
 - e. Good Laboratory Practices
5. Assist the Quality Assurance Manager in relating to representatives from the following governmental and industry agencies:
 - a. Michigan Department of Agriculture (MDA)
 - b. United States Department of Agriculture (USDA)
 - c. United States Food & Drug Administration (FDA)

- d. Customer quality assurance personnel
- e. GMA-SAFE Audit.
- f. SQF Audit.

Qualifications:

A college degree in a technical related discipline (food science, dairy science, microbiology) with a minimum of three years of relevant experience is preferred. Prior dairy experience is highly beneficial. Working experience in the following areas would be of interest:

- 1. Hands on experience with automated laboratory and processing methods
- 2. Demonstrated excellence in written and verbal communication.
- 3. Presentations of technical information to groups and regulatory officials.
- 4. Technical instruction, troubleshooting and interpretation.
- 5. Scientific method, continuous improvement methodologies, statistical process control in manufacturing operations.
- 6. Working knowledge of evaporators, separators, drying operations, and butter making.

Location:

The Ovid plant is the lead processing plant for our milk marketing cooperative of approximately 2000 members. Our work force of 70 hourly and 12 salaried employees work at a facility covering three shifts and a seven day a week operation. This 450,000 sq. ft. facility has a daily average throughput of 3.2 million fluid pounds. We produce a variety of dairy products including condensed skim milk, cream, butter and non-fat dry milk powder.

The town of Ovid is a rural community in central Michigan. It is approximately 30 miles northeast of Lansing, Michigan's state capital. Michigan State University, two large hospitals and other nationally known employers are located within commuting radius of the plant.