



# Wellington Foods, Inc.

1930 California Avenue - Corona, CA 92881 - Phone: (951) 547-7000; Fax: (951) 547-7001

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## **JOB TITLE: QUALITY ASSURANCE SUPERVISOR**

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### **POSITION SUMMARY:**

The Quality Assurance Supervisor is responsible for ensuring timely and effective implementation of all company's policies, procedures, and activities involved in assuring the quality of manufactured products. She/he maintains close working relationships with other department managers and supervisory personnel in order to meet and maintain product quality, identify, solve and prevent problems affecting product quality, maximize productivity, and comply with regulatory requirements.

He/she reports to the Quality Assurance Manager and/or Vice-President of Quality Systems & Regulatory Compliance Department.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Supervise and direct quality assurance technicians/auditors who are responsible for enforcing Good Manufacturing Practices and other quality-related policies in order to meet product quality standards.
- Review Production Batch Records and other manufacturing-related documents to verify compliance and record keeping for all mandated manufacturing processes, quality checks, testing, sampling, and sanitation activities.
- Audit quality control of raw materials, packaging components, labels, and finished products to ensure compliance with established specifications and regulatory standards.
- Follow up with implemented programs (GMPs, Good Hygiene Practices, HACCP, Allergen Control, Cleaning and Sanitation, Pest Control, Equipment Calibration, Organic Certification, etc.) to ensure compliance by all employees and other personnel in the manufacturing facility.
- Assist in the coordination of testing results involving finished products, raw materials, and packaging components and the appropriate release and hold programs associated with these materials.
- Oversee the "On Hold" product program, including the status, release, and destruction of "Rejected" products.
- Assist in investigating and correcting quality-related issues (including customer complaints) through collaboration with other departments.
- Make proactive recommendations and offering/presenting solutions to the Quality Systems & Regulatory Compliance Department Management to improve quality and work efficiency.
- Share knowledge, skills and information with other personnel in the Quality Systems & Regulatory Compliance Department and across functional areas.
- Assist in the implementation of policies, operating procedures, quality systems and programs which ensure proper testing, evaluation, inspection, and technical support in order to meet product quality standards.
- Participate in all regulatory, third party and customer audits and inspections, and corrective action response.

- Ensure good performance by quality assurance technicians/auditors by mentoring, training, setting expectations, providing accountability, and performing evaluations.
- Maintain a fair and professional work environment that focuses the business objectives, but also balances quality of work-life factors for employees.
- Attend and participate in all appropriate meetings.
- Perform other duties as directed by the Quality Systems & Regulatory Compliance Department management.

**REQUIRED EDUCATION / EXPERIENCE / SKILLS:**

- Bachelor Degree of Science preferably in Food Science or related field (Meat Science, Biology, Microbiology, Food Microbiology, etc.).
- At least 5 years of work experience as quality assurance auditor/technician in dietary supplements, food/beverage, pharmaceutical or cosmetic industry and at least one (1) year of experience in a supervisory capacity.
- A good knowledge of Current Good Manufacturing Practices, preferably 21CFR Part 111, and food safety.
- Good understanding of quality testing within the food and beverage industry to include analytical, microbiological and sensory evaluation. Must possess a basic understanding of chemical and microbiological analysis and basic math.
- Ability to work under pressure (in an extremely fast paced environment), meet deadlines (overtime work required) and make effective decisions.
- Basic computer knowledge (Microsoft Office applications) and computer-based applications).
- Ability to adapt to changing organizational and operational needs; ability to lead others through change.
- Ability to handle multiple tasks simultaneously.
- Skill in organization and prioritization, and attention to details.
- Strong team player and leader with the ability to work across multiple functions and disciplines.
- Must be able to effectively communicate ideas (verbally and in writing), be a self-starter and handle difficult reporting situations.
- Preferred: HACCP certification, Allergen Control training, Food Recall training, 21CFR Part 111 training certification