



**Job Title:** FSQA Supervisor  
**Reports to:** Manager, FSQA  
**Worker Category:** Full-Time, Exempt  
**Schedule:** Monday – Friday

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**Job Summary:**

Position is responsible for developing and coaching staff of FSQA Technicians and handling the Plant's FSQA programs. Ensure compliance with company and government procedures. Inspect, audit and validate all phases of quality performance (quality at the source, raw materials, production, packaging and distribution). The candidate will support the development, implementation, and maintenance of food safety and quality programs in compliance with government regulations, the SQF code, and customer expectations. The position will support the utilization of tools such as auditing, statistical and process evaluation, trend analysis, and coaching to achieve continuous improvement and business objectives. Position requires an individual with previous history of successfully managing a team in a laboratory &/or plant environment.

This position will work closely with the Manager, FSQA and Production team to assist in the development of robust quality programs and drive continuous improvement. Help guide the production group based on key performance indicators, follow-up on corrective & preventative actions, and offer solutions to address any deficiencies.

This candidate should have experience with consumer-packaged goods in an FDA regulated facility. Experience with aseptic and/or hot fill operations is a plus.

**Duties/Responsibilities:**

- Manage & build a strong team through coaching, mentoring, specific training, and performance evaluations.
- Maintain and grow our Safety Culture assuring Food Safety and a safe work environment
- Comply with Food Safety Practices, maintain SQF certification through compliance with Good Manufacturing Practices (GMP), Quality Procedures, SQF requirements and good housekeeping. Plant should always be prepared for inspections or tours.
- Support the plant's SQF certification program.
- Recognizing QA policies, procedures, and directives for development and compliance whilst providing feedback and follow up to ensure proper corrective action is achieved.
- Coaching and development of all QA Technicians so they can monitor and validate plant quality process and procedures.
- Focus on continual growth of our Quality at the Source program, ensuring that the program is effective, and the Processing and Packaging Team Members are performing their own quality checks.
- Communicate information amongst departments by identifying and troubleshooting problems in the production process.
- Prepare necessary reports and provide regular feedback to keep management informed of business detail.
- Perform various duties under the direction of the Quality Assurance Department Manager.
- Ensures compliance with corporate standards and systems to monitor food safety, food safety culture, quality and facility cleanliness
- Commitment to safety begins with management. Managers and frontline supervisors are accountable for creating and maintaining a culture of Safety and assuring a safe work environment.

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- Other duties as assigned.
- Ensure all work is completed in a safe and sanitary manner.
- Follow all SQF, Food Defense and GMP policies.
- Report any suspicious activities anywhere in or around the plant.
- Assign and mentor team members to perform pre-start up inspections to ensure no product contamination risk exists and the area is in sanitary condition.
- Refining SOP's; Develop programs and procedures in line with audit & customer-specific goals.
- Monitor FSQA activities ensuring that all the sampling, testing, and analysis of all in-bound materials, in-process products, and finished goods are in compliance with food laws, food safety programs, and company and customer standards for quality.
- Identify potential risks before they become a problem, focusing on root cause analysis and preventive action.
- Perform internal and external quality audits and compile detailed reports of findings.
- Support & monitor the processes & performance of the sanitation team including CIP & COP.
- Assist in ensuring the effective implementation and maintenance of the SQF System. Quality and Food Safety Verification and Compliance
- Support in ensuring the facility has the "regulatory evidence" including FDA required to prove they have produced safe and wholesome products.
- Able to quickly and thoroughly assist in the investigation of a product/process failure, determine the root cause and take prompt corrective actions, while minimizing product exposure and production down time.
- Revise and update food safety and quality programs and procedures as directed & based on continuous improvement initiatives
- Ensure proper calibration & performance of equipment & procedures by team for both analytical & microbiological analyses.
- Helps prevent HACCP process or product failures by working with Food Safety and Quality Assurance staff members and Operations to drive continuous improvement
- Ensures that operational and pre-operational sanitation is acceptable. Helps implement and develop necessary verification activities including micro sampling to verify the effectiveness of sanitation activities.
- Manages daily activities, in-depth training and development of the Food Safety and Quality staff members.
- Document corrective actions and follow-up as necessary and conduct GMP and Sanitation audits.
- Perform food safety & quality analysis as needed including dilutions, plating & interpretation of results
- Ensure compliance to GMP, HACCP, food safety, quality SOPs & standards throughout the facility
- Raw material batch & finished product testing to ensure food safety & quality specifications are met
- Inspect raw materials including packaging for integrity & traceability
- Maintain traceability for holds, work in progress, & palletized finished goods
- Perform checks before, during, & after production including cleanliness for general sanitation & allergens
- Support the environmental monitoring program & 3rd party testing needs
- Maintain records & documentation following internationally recognized guidelines
- Support internal audits for food safety, quality, OSHA/safety, & chemical compliance
- Maintain FSQA lab inventory & upkeep including calibrations
- Flexibility to assist on the floor during production runs
- Assist in the promotion of a strong & positive food safety culture
- Stewardship for our B-corp mission to promote worldwide health and wellness by fostering the delivery of high quality, healthy foods through sustainable methods.

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- Active involvement in implementation, upkeep and continuous improvement of food safety as part of an interdisciplinary team
- Stewardship for our B-corp mission to promote worldwide health and wellness by fostering the delivery of high quality, healthy foods through sustainable methods

### **Required Skills/Abilities:**

- Strong leadership & communication skills and managerial presence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization
- Experience with food products, fluid products or aseptic processes preferred.
- Proven Track Record in Quality Assurance/Sanitation Environment.
- Some experience with Continuous Improvement Processes desirable.
- Excellent organizational, oral and written communication skills.
- Strong team building skills and ability to train others.
- Strong information gathering, investigative, and troubleshooting skills.
- 3+ years management experience with 3+ direct report team members
- HACCP & PCQI certified, knowledge of cGMP
- SQF Practitioner experience preferred.
- Understanding of FDA & GFSI food manufacturing standards
- Working knowledge of all current OSHA and safety standards
- Must work well in teams and demonstrate behavior conducive to promoting strong teamwork
- Must possess a positive attitude in a fast-paced & changing production environment
- Detail-oriented with the ability to take initiative, prioritize, and work independently.
- Open collaborative style; ability to work both in a team environment and autonomously with minimal supervision or direction
- Must be able to understand complex information and communicate the information to people with diverse professional backgrounds.
- High proficiency and expertise in Microsoft Office Suite, in particular PowerPoint and SharePoint are required
- Proven time management skills with the ability to work on several projects simultaneously

### **Education and Experience:**

- Bachelor's Degree or equivalent work or educational experience
- 3+ years of supervisory experience in a food manufacturing industry

### **Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl
- Occasional work in various adverse conditions such as tight or enclosed spaces heights, and temperature extremes to complete work assignments

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- The employee must occasionally lift and/or move up to 30 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus
- Ability to be unfazed by ambiguity and comfortable in environments with shifting priorities

SinnovaTek is an Equal Opportunity / Affirmative Action employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state or local laws.

SinnovaTek is also committed to working with and providing reasonable accommodations to individuals with disabilities. Please let your recruiter know if you need an accommodation at any point during the interview process.

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