**Position Title:** Quality Control Supervisor  
**Department:** Quality Control

**Location:** Yoakum, TX  
**Author/Signature:** QC Manager  
**Date of Establishment:** 09/13/2016  
**Version/Effective Date:** 09/13/2016  
**Reviewed Date:** New  
**Written By:** Brandon Dickson  
**Approved By:** Brandon Dickson

**Reports To:**  
Quality Control Manager/Director

**Summary:**  
The Quality Control Supervisor – is an important team member for assuring Food Safety, Quality System, and Sanitation for the facility. This position will interface directly with Operations, Maintenance and QA to ensure quality, food safety and special projects. This position will report directly to the GWFG (Golden West Food Group) QA group based in California, however the position will be based in Yoakum, TX. This position will act as a due diligence team member to improve current Quality systems and all activities involved in Food Safety, Sanitation, Production & Quality Control at this facility. One person, who starts at approximately 08:00 a.m., start time can change per production demands and special requirements, that holds this position. This employee is responsible for monitoring employees on GMP’s issues, and verification and validation of compliance with the Quality Control Food Safety program. The Quality Control Supervisor must follow all GWFG written safety policies, health policies, QA/QC guidelines. The Quality Control Supervisor also needs to keep the team focused on customer and GWFG specific requirements.

**Work Attire:**  
Quality Control Supervisor must wear steel-toed safety shoes or boots, hearing protection if needed, and food safety equipment, which may include hairnets, beard nets, and appropriate dress (i.e. GWFG/Eddy Packing provided uniforms). Jewelry of any kind may not be worn while in the packaging area.

**Essential Duties and Responsibilities:**  
The following duties are included. Other duties may be assigned.  
% Of Time:

- **15 %** Food Safety program & awareness
- **15 %** HACCP & Sanitation programs, by monitoring adherence to all operational sanitation procedures.
- **15 %** Performing QA Technician responsibilities as needed for GWFG.
- **10 %** Monitoring, Verification and Validation of the Food Safety program
- **10 %** Filing of the Food Safety, QA, and KPI paperwork.
- **10 %** Assistance in plant audits; internal or external.
- **15 %** Complete Quality Control tasks, Audit production line records, Housekeeping Inspections, GMP Inspections, Pre-Operational inspections audits, write work orders, purchasing of some plant supplies and other various paperwork tasks as needed.

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5%   Education & Training Tasks – assist in Food Safety, HACCP, GMP’s and Sanitation training & comprehension.

5%   Perform miscellaneous job-related duties as assigned

Essential Tasks:
To perform this job successfully, an individual must be able to perform each above essential duty and responsibility satisfactorily. The tasks listed below represent what is required. Procedures for most of these tasks are described in the Human Resources binder under the Task Procedures tab.

- Microsoft Excel Operation
- Laboratory Analysis
- Verification of Food Safety program
- Validation of Food Safety program
- Completion and filing of Food Safety paperwork
- Spot checking plant for quality
- Food Safety Recall team participation
- Microsoft Word Operation
- Pre-Operational Inspection
- Interaction with plant personnel regarding QA/QC
- Internal Audits and plant audit preparation
- Other various duties and paperwork as needed

Competencies:
To perform the job successfully, an individual should demonstrate leadership, teamwork, safety, food safety, environmental awareness, quantity, security, adaptability and dependability. These may include the following:

- Accepts feedback from others
- Treats people with respect
- Follows policies and procedures
- Supports organization’s goals and values
- Demonstrates accuracy and thoroughness
- Looks for ways to improve and promote quality
- Reports potentially unsafe conditions
- Uses time efficiently and works quickly
- Commits to long hours of work when necessary
- Inspires and motivates others to perform well
- Improves the morale of others
- Focuses on satisfying customer requirements
- Demonstrates good GWFG Behaviors

Qualifications:
The requirements listed below are representative of the knowledge, skill, and/or ability required to perform this job successfully. Reasonable accommodations may be made for individuals with disabilities.

Education and/or Experience:
Preferred: College Level Degree in Food Sciences or Biology/Chemistry and/or sufficient related experience and/or training; or equivalent combination of education and experience related to Food Processing, USDA/FDA, Sanitation & HACCP/Quality Control.

Language Skills:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and daily correspondence. Ability to speak effectively before groups of customers, plant visitors, or employees of the organization. Ability to speak both English and Spanish is encouraged.

Computer Skills:
To perform this job successfully, an individual must have a basic knowledge of computers and understanding of MSWord & Excel programs. Software specific training will be provided on the job.

Mathematical Skills:
Ability to complete basic mathematical computations.

Reasoning Ability:
Ability to apply common sense understanding to carry out simple instructions.

Other Qualifications:
Must be able to work long hours and weekends when required.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform this job. Reasonable accommodations may be made for individuals with disabilities.

While performing the duties of this Job, the employee is regularly required to sit at a desk and walk around plant. The employee is occasionally required reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee must be able to talk or hear and have a sense of taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing this job. Reasonable accommodations may be made for individuals with disabilities.

While performing the duties of this Job, the employee is occasionally exposed to heat during the summer months. The noise level in the work environment is often loud so hearing protection will then be required. Able to work in a wet environment during Sanitation clean-up and exposure to cleaning compounds & Sanitizers.

The above job description accurately reflects the essential duties, responsibilities, and requirements of Quality Control Supervisor. By signing this document, the employee understands and will comply with all aspects of this job as explained above, or disciplinary action will be taken.

________________________________
Quality Control MGR Name

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Quality Control MGR Signature     Date

________________________________
Employee’s Name

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Employee’s Signature     Date