

Immediate career opening for a **QA COORDINATOR** in our busy, growth-oriented 24-7 pasta manufacturing facility in **Lee's Summit, MO**. Our ideal candidate will be an energetic team player that is results focused with a continuous improvement mentality. This key role is an integral, impactful role in our manufacturing operation. Come join the team and grow with us as we take our organization to the next level of performance!

Job Summary:

The QA Supervisor will report to the Quality Assurance Manager and will be responsible for implementing, communicating, and maintaining the Company's Quality Systems and Policies. The supervisor will work with other personnel to train all company personnel in the requirements, documentation, and maintenance of corporate quality systems, and will actively participate in product development to provide design control quality assurance functions. Responsible for all facets of quality control, including food hygiene / safety of incoming raw material, work-in-progress, and finished product to ensure company and customer specifications are met or exceeded. Monitor and/or audit plant sanitation conditions and all quality related paperwork.

Essential Functions:

- Supervises lab technicians to ensure job functions are being performed.
- Ensures that end product meets customer specifications.
- Maintains regulatory compliance related to food safety.
- Monitors employees (production, packaging) to ensure all parameters are maintained.
- Prepares and issues weekly quality report.
- Performs weekly sanitation audits, issues report, and follows up on corrective actions.
- Calculates and issues daily additive reports.
- Ensures quality of raw materials and additives through inspection and test procedures. Maintains all required records for such as outlined in SOP.
- Supervises Quality hold program, including inventory and dispositions.
- Provides detailed inspection and testing of daily production product samples as needed.
- Supervises aspects of HACCP as set forth by the Quality Assurance Manager; reports and documents deviations as required.
- Gives quality training to new employees during orientation.
- Ensures Good Manufacturing Practices (GMP's) are adhered to.
- Prepares finished product Certificates of Analysis (COA). Review and compile incoming material COA's.
- Assist Quality Assurance Manager in customer and government agency audits.
- Coordinates and performs mock recall (traceability exercise.)
- Maintains calibration of NIR.
- Provides related training for department staff and plant employees.
- Attends plant operations meeting.
- Conducts performance reviews on lab technicians.

Essential Requirements:

- Basic computer skills, along with advanced excel skills.
- High School Diploma or GED. 2 years College preferred. Work experience may be substituted for education.
- Prior food manufacturing experience a plus.
- 3+ years' work experience tracking and monitoring data requiring a high degree of detail and analytical skills.

Our company offers a competitive package including PTO, paid holidays, bonus based on performance, 401(k) with employer match, health, dental, vision, life insurance and short and long-term disability insurance.

Please email your resume and cover letter to: kjeasley@philamacaroni.com