



Position Title	Production & Quality Associate (Afternoon Shift)
Department	Food Safety
Location	Burlington, Ontario

OBJECTIVE

This multi-faceted role has the employee working in several different areas within the production area. Reporting to the Food Safety Manager, the Production & Quality Associate will be responsible for the administration of food safety/quality protocols, procedures and processes as well as other production functions.

Please note this is a contract position (4-6 months) - afternoon shift 2:30pm-11pm with potential for overtime.

QUALIFICATIONS

Education:

- High school diploma or equivalent
- Knowledge of Hazard Analysis Critical Control Points (HACCP), Good Manufacturing Processes (GMPs), and Occupational Health and Safety is an asset

Experience & Skills:

- 1-2 years of experience in a food safety/quality role (produce industry preferable)
- 1-2 years of experience working in a production environment
- Knowledge of production processes as they pertain to food manufacturing/processing
- Knowledge of document control practices
- Understanding of manufacturing equipment as it pertains to the food industry, specifically packaging equipment is an asset
- Excellent communication skills (written and verbal)
- Proficiency in MS Office Suite products
- Knowledge of inventory management software is an asset
- Strong organizational skills and ability to multi-task and problem solve
- Knowledge of ERP systems, specifically Famous would be considered an asset
- Some flexibility and willingness to work overtime as required, including weekends

PRINCIPAL RESPONSIBILITIES

1. Continuous maintenance of EarthFresh Food Safety program.
2. On-line verification of chemical concentrations (hourly).
3. On-line CCP (Critical Control Points) monitoring (hourly).
4. Daily GMP (Good Manufacturing Practices) checks on production floor, shipping area, and cooler.
5. Identification of deviations and implementing corrective actions.
6. Prepare production plant for regular audits, including resolution of orders, compliance with issued corrective actions.
7. Oversee and initiate food safety training with staff.
8. Set up and operate production metal detectors and chemical dispensing units.
9. Monitor output and quality of product as per EarthFresh or customer requirements.
10. Communicate to Production Manager, Production Supervisor and/or production employees regarding the requirements and/or needed changes to grading processes to achieve quality expectations.
11. Enter tags into repacks and create output tags as required.
12. Run production report to verify daily production yields.
13. Other duties as required by Food Safety Manager or Production Manager and/or Production Supervisor.