

|   |   |
|---|---|
| <b>Job Title: Quality Manager</b>   | <b>Back up: Operations Analyst</b>  |
| <b>Work Location: Modesto</b>   |   |
| <b>Department: Quality Assurance</b>  |   |
| <b>Reports to: Manufacturing Network Optimization Manager</b>   |   |
| <input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Part-time <input type="checkbox"/> Nonexempt | <b>HR Contact: Facility HR Representative</b><br><b>Created Date: 6/28/2022</b> |

**Essential Duties and Responsibilities:**

The Quality Manager must possess the ability to plan, organize and direct quality assurance personnel and programs, ensures that all products conform to product quality standards. The Quality Assurance Manager is responsible for all aspects of food quality and food safety program (developing, administering applicable Food Safety Programs & Policies; implementation and continuous improvement of food safety focused program including but not limited to Good Manufacturing Practices (GMP's), SQF Food Safety and Quality Systems and Hazard Analysis Critical Control Points (HACCP). Essential Duties and Responsibilities include but are not limited to the following:

- Ensure Daily Plant Quality and Food Safety Operations are in compliance with Enviro Tech policies, procedures, customer requirements and local state and federal regulations.
- Lead in the implementation of SQF, HACCP, Food Defense and FSMA Programs.
- Drive continual quality improvement as measured by internal and external audits.
- Directly monitor daily activities of employees to ensure adherence to company quality requirements while providing leadership, guidance, and training (as needed).
- Supports management and operations with technical quality and food safety expertise to investigate and troubleshoot any issues related to food safety and quality.
- Write and develop plant SOPs which pertain to quality systems.
- Possesses a high degree of initiative, attention to detail, flexibility, and ability to change priorities quickly to meet the needs of the business.
- Administer or oversee workflows for quality changes (MOC).
- Ensure compliance with all regulatory and customer food safety and quality requirements.
- Oversee the development, implementation, review, and maintenance of the SQF Systems, including food safety fundamentals and the Quality Plan.
- Conduct monthly quality meetings.
- Complete Annual SQF system review as a team with all locations.
- Responsible for ensuring annual drills, challenges, 3<sup>rd</sup> party testing are completed as required to uphold the SQF system.
- Responsible for conducting external SQF audits.
- Responsible for all reported quality concerns to ensure corrective actions are in place to effectively mitigate further issues.
- Communicates with sales people regarding any complaints, investigations, and resolutions.
- Assist regulatory for all local, state, federal and third-party food safety and quality audits, Kosher Certification, and any inspections.
- Quality manager assumes the responsibilities designated to SQF Practitioner.
- Quality Assurance Unit for GLP Studies.
  - Maintain copy of a Master Schedule which includes all studies conducted.
  - Inspect studies at intervals adequate to assure the integrity of the study. Review the final study report to assure that it accurately describes the methods and SOP's and that the reported results accurately reflect the raw data of the study.
  - Maintain written/signed records of each periodic inspection and submit written status reports of each study to management / study director.
  - Prepare and sign a statement to be included with the final study report that specifies the dates of audits and dates of reports to management/study director.

**Education and/or Work Experience Requirements:**

- Excellent communication skills (written and verbal) to facilitate discussions with all internal departments.
- Strong organization and problem-solving skills.
- Experience managing medium to large, complex and/or multiple jobs at one time.
- Strong computer skills: Windows based PC programs; (i.e. Excel, Word, Outlook,)
- Minimum of 3 years' experience in managing quality assurance department. Must have an understanding of the chemical industry.
- Experience developing and maintaining quality assurance and quality control programs.
- Experience managing regulatory and third-party visits.
- Ability to provide leadership in the area of quality and food safety.
- Excellent communication skills both written and oral, and ability to work effectively with teams.
- Must be able to lead team members effectively.
- Certified in HACCP and PCQI.
- Internal Auditor Training.
- Understanding of HACCP, GMPs, FSMA, SQF Code, Food Allergens.
- Must maintain a high level of confidentiality and exercise discretion in a competent manner.

**Physical Requirements:**

- While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear.
- The employee is occasionally required to walk, climb, or balance.
- Specific vision abilities required by this job include close and long-range vision with good peripheral vision.
- Must meet respirator fit test requirements.
- The employee must frequently lift and or move up to 50 pounds.
- The work environment characteristics described here are representative of those an employee encounters while performing the job essential functions of this job. The employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity, rain, and wind. The noise levels in the work environment are low to moderate.
- While performing the duties of their job, the employee will utilize industrial equipment to transport, blend, and package hazardous and non-hazardous materials and compounds.
- Must be able to talk, listen clearly on telephone
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources (Suzi Coen) ph. (209) 232.2216, email. [scoen@envirotech.com](mailto:scoen@envirotech.com)