



## Job Description - Quality Assurance Manager

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**Title:** Quality Assurance Manager  
**Reports to:** Director of Operations

**Status:** Exempt  
**Date Posted:** 8/17/12

The Quality Assurance Manager is responsible for developing, planning and directing quality activities in support of the Company's quality assurance operations and goals, ensuring that company standards are achieved and maintained with a targeted emphasis on continuous improvement, providing support, structure and documented formalized training for employees within the organization in all areas. This position is a key member of the management team and has direct budget responsibility for all areas which fall under his/her supervision. The position requires a hands-on, self-starter with the ability to motivate and lead subordinates and others. The Quality Assurance Manager must be a skilled communicator who is able to convey information, ideas and policy to all levels within the organization.

### Specific Job Functions:

- Manage and Lead the daily activities of Quality Assurance and Sanitation departments
- Responsible for hiring and managing performance of employees of assigned departments
- Establishes individual and departmental goals
- Develop and implement tracking programs to monitor progress of departmental goals and provided trend analysis to management
- Develop and implement KPIs that monitor adherence to company quality standards and progress in continuous improvement programs
- Responsible for ensuring the employees are trained, understand and follow company GMPs and food safety practices and adhere to established quality standards and safety guidelines.
- Establish formalized and scheduled training programs for all company employees in the areas of Quality Assurance and Sanitation that will instill and foster a "quality first" attitude company wide.
- Implement employee monitoring and testing procedures to measure and validate progress of individual employees.
- Develop policies, procedures and systems for the management of 3<sup>rd</sup> party audits
- Responsible for external and internal product testing.
- Responsible for maintaining current records of all QA data which include current product and ingredient specifications and vendor qualifications as well as MSDS data.
- Develop, implement and oversee vendor qualification programs, supplier audits and monitoring programs.
- Handles all communication and coordination of activities with all regulatory agencies including USDA, FDA, Health Department and Waste Water.
- Development of departmental budgets.

**Reporting Relationships:** This position reports to the Director of Quality Assurance. The number of reports varies by departments and includes supervisory, non-exempt and temporary employees.

### Qualifications:

- 10 years experience as an accomplished senior manager in food manufacturing with a focus on Production and Materials Management with a career showing steadily increasing responsibilities.
- Great management and organizational skills including a track record for attracting the right people and developing a cohesive culture that fosters teamwork and efficiency.
- HACCP Certification
- A college degree is strongly desired

### Knowledge, Skills, and Abilities:

- Strong manufacturing engineering skills with experience in process automation.
- Strong multi-departmental managerial skills
- Bi-lingual (Spanish) a plus
- High standards in food safety, workplace safety, and sanitation
- Training program development and implementation experience
- Strong budget development and management skills
- Strong USDA, FDA, kosher, organic and third party management skills

Del Monaco Specialty Foods is a prepared foods supplier specializing in the production of soups, sauces, pastas, spreads and other custom recipes for wholesale to grocery and restaurant chains. Del Monaco occupies a unique niche through its ability to efficiently handle both large and small batch sizes combined with a state-of-the-art automated cook chill system that greatly extends shelf life without the use of preservatives. The company resides in an 80,000 square foot state of the art facility built in 2009.

Note: This information is not designed to be a complete inventory of this position's duties, responsibilities, and qualifications. Rather it's designed to give the general nature and level of work to be performed by employees assigned to this position.