

Quality Controller Job Description

Report to

QC Shift Manager

Responsible for

N/A

Location

Evesham

Main Purpose of the role

To ensure that all products meet the given supermarket quality specification, including arrivals, and to alert relevant parties if the specifications are not met.

Requirements

- To ensure that food safety and health and safety legislation is adhered to within the all areas. To include personal protective clothing.
- To fully understand and work with all necessary quality control instrumentation.
- To set and maintain quality standards throughout all areas and to complete all relevant documentation as required.
- To fully support the management team.
- Deputise for my colleagues and immediate line manager in areas where I have been trained and considered competent, in their absence.
- To under go training and to support the Product Managers / Desks as required.
- Any other reasonable duties not listed to meet the needs of the business.

QC room / Packhouse duties

- To check label information to ensure that it complies with supermarket specification in relation to: best before dates, display until dates, bar coding, quantity and size.
- To collate shelf life products to replicate supermarket life cycles also conduct shelf life analysis throughout the life cycle specification of a given product.
- To monitor taste testing of fruit as requested.
- To collate and access product audits from suppliers.

QC Intake duties

- To carry out inspection of fruit goods inwards ready for packaging, in accordance with procedure.
- To report and record accurate information, using both relevant documentation and the IT system, on all inspected fruit, including the assignment destination.
- To alert relevant departments/parties to any anomalies or issues after inspection.
- To identify, record, and highlight any quality issues or defects for the packaging team.
- To make up samples as requested to supermarket specification
- To check refrigerator temperatures twice daily and take appropriate action

Person Specifications

The candidate must be physically fit and prepared to work in a chilled environment.

Good inter-personal, communication, liaison and IT skills are essential and knowledge of health & safety is also desirable.

The candidate must be a competent team player, able to brief colleagues and prioritise multiple tasks.

The disposition of the candidate will be personable, assertive, reliable and confident.

They will also need to be flexible in relation to the role and hours worked, in-line with the organisation goals and objectives. Therefore the ability to work reasonable additional hours as necessary will be required.

The candidate will have been educated to GCSE or NVQ Level 2 and have previous experience in a comparable role ideally in the fruit sector.

I have read and understood the contents of my job description and the requirements of my role.

Signed:

Date: