



POSITION DESCRIPTION

Position:	Quality Assurance Officer
Department:	Production
Reports to:	Group Quality Manager (GQM)
Direct Reports:	Nil
<p>Our Vision:</p> <p><i>“To be an Australian family business growing high quality fresh produce, focusing on: flavour, innovation and sustainability”</i></p>	
<p>We value:</p> <p>Teamwork: We consider everyone at Flavorite as our extended family and every member of our team is important. We share ideas and solve problems collaboratively.</p> <p>Leadership: We lead ourselves and we lead others to deliver our vision.</p> <p>Passion: We are passionate about Flavorite and we are dedicated to growing high quality, fresh produce.</p> <p>Reliability: We can be relied upon to do what we say we will do and what we need to do.</p> <p>Ethics: We have the highest ethical standards and value honesty, responsibility, accountability in all we do.</p>	
Position Purpose:	
The QA Officer is responsible for the governance and administration of the business quality system. They assure audit readiness, customer satisfaction and accurate data collection to support the business.	
Key Result Area:	Specific Tasks:
QA Operations	<ul style="list-style-type: none"> • Assure audit readiness <ul style="list-style-type: none"> ○ Manage and facilitate audits ○ Maintain internal audit and verification schedules ○ Liaise with GQM and alter quality system as required, considerate of business needs ○ Educate employees of quality system requirements ○ Raise CARs for quality issues, and follow them through to completion • Assure customer satisfaction <ul style="list-style-type: none"> ○ Perform pre-delivery inspections to match customer quality expectations ○ Harmonise quality system with customer requirements • Take and analyse retention samples • Report identified fruit quality issues to relevant personnel • Liaise with packing and distribution teams daily • Ensure efficient, accurate and confidential communication of all information/correspondence relating to internal and external stakeholders to the appropriate parties • Assist with cleaning and housekeeping duties • Perform higher duties during GQM absence • Undertake other duties as required
Position Number: 032	Revision Date: 25/09/2017
Position Name: QA Officer	Reviewed by: J.Madden



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Administration	<ul style="list-style-type: none"> • Data entry of quality records • Administration of quality systems • Provide Production Manager with applicable Quality reports
Continuous Improvement	<ul style="list-style-type: none"> • Research and develop quality systems for continuous improvement
Health & Safety	<ul style="list-style-type: none"> • Report near misses and potential hazards • Report to your Manager any incident that may compromise food safety • Report all incidents involving injury to GQM • Be an advocate for OH and S compliance
Person Specification:	
Mandatory Qualifications / Skills:	<ul style="list-style-type: none"> • Sound computer skills
Desirable Qualifications / Skills:	<ul style="list-style-type: none"> • Relevant QA Qualifications or practical auditing experience • Previous Quality Assurance experience • Previous experience in fruit/vegetable production • HACCP training • Data analysis skills
Personal Attributes:	<ul style="list-style-type: none"> • Excellent communication skills • Attention to detail • Proven time management strategies • Highly organised • Ability to work and contribute in a team environment • Ability to work autonomously • Strong motivation and initiative
Physical Specifications:	
Physical Demands of role:	<ul style="list-style-type: none"> • Working in a Refrigerated environment – 12 to 15 degrees • Working in a temperature controlled office environment – 22 degrees • Frequent and repetitive standing, walking, bending, squatting, neck movement, twisting, grip action and pushing/pulling • Frequent sitting and computer work • Occasional reaching above shoulder • Frequent lifting of various weights and volumes

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. This is not an exhaustive list of all duties and responsibilities. Flavorite management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

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