

POSITION DESCRIPTION FOR QA CO-ORDINATOR

Company	Walnuts New Zealand Co-operative Limited
Location	West Melton, Christchurch
Reports to:	General Manager
Role type:	Permanent Part-Time role

Working Relationships:

Internal:	General Manager, Production Staff, Sales, Office Administrator
External:	Growers, Suppliers, Service Providers, Customers

Authority:	Spending: Nil
Staffing:	N/A

Your Purpose

Transforming the image of New Zealand grown walnuts into a highly nutritious functional food that improves the lifestyle and health of consumers across New Zealand and globally

This role is to stamp your mark on the quality assurance, food safety and compliance functions of the business. Support from the General Manager will be provided along with the necessary training to implement our operations strategy and continuous improvement. We are seeking to continue to build on the Trickett's Grove operations and brand and continue to deliver safe and high-quality products to our customers. The role will have a strong element of ensuring the business remains fully compliance with all relevant regulations.

Key Responsibilities

Food Safety / Compliance	<ul style="list-style-type: none"> - Ensure the business is always fully compliant with all relevant regulations and keep abreast of changes to regulations to maintain this compliance - Ensure the business retains its Custom Food Control Plan (CFCP) and other certifications e.g. BioGro, GACC - Monitor & ensure all compliance aspects are maintained for quality & food safety (pre ops, traceability documentation, training, internal auditing, pest control, cleaning, process control, repairs & maintenance, calibration) as they relate to the CFCP - Ensure finished product testing & environmental/hygiene testing is carried out, action any outstanding issues - Complete HACCP risk assessments for process changes/improvements as required, update CFCP manual as required - Ensure recall process is maintained through GS1 & mock recall in place - Write, collate, edit, design, review, update and manage SOP's, PIF's and
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	<p>Product Specification sheets and relevant Service Provider contracts</p> <ul style="list-style-type: none"> - Facilitate external audits & close outs - Review customer compliance documents to ensure compliance is maintained - Ensure CoA evaluations are completed & sent to customers as required - Identify areas for improvement across all aspects of operations - Ensure customer complaints & non-conforming issues are actioned as per CFCP, maintain the systems improvement register - Staff training – annual refreshers, ongoing quality & Food safety training, develop and deliver training plans for staff - Oversight and management of service providers to support our Food Safety and Compliance requirements - Assisting on the production floor as required
Quality Assurance (QA)	<ul style="list-style-type: none"> - Upholding the quality standards of the business and ensuring steps / processes are in place to maintain and improve these where possible - Ensuring that we are meeting our customers' QA obligations - Managing all the customer complaints (NC's) for the business - Grading consignment samples on receipt as required
NPD	<ul style="list-style-type: none"> - Support the business in any new product development project as an when required
Communication	<p>Internal</p> <ul style="list-style-type: none"> - Assist General Manager with preparation of reports to the Board and other stakeholders as required - Liaise with the Production team to support their roles - Liaise with sales & marketing with customer queries & projects - Recording of minutes at team meetings as required <p>External</p> <ul style="list-style-type: none"> - Liaise with customers on topics that relate to the QA functions specifically the Food Safety and Compliance aspects - Liaise with external consultants as required e.g. Ian Shaw, Plant Diagnostics - Liaise with approved suppliers/growers for multi-site CFCP & Safe Food Pro to ensure they meet our inward goods criteria
Other duties	<ul style="list-style-type: none"> - Flexible & willing to perform a variety of tasks - Willingly takes on additional tasks/responsibilities to assist the General Manager and others in the team - Actively participates in matters/meetings affecting the business when required

Skills and Attributes

- Team player with ability to engage and motivate all members of the WNZ team
- Analytical thinking, problem solving ability and eye for detail
- Strong understanding of food production systems and required compliance
- Planning and organizational skills
- Ability to learn quickly, be flexible, and adaptable
- Excellent interpersonal/communication skills
- Strong internal and external customer focus
- Computer literacy – Safe Food Pro, Microsoft Office especially Excel and Word.
- Enjoys change and thrives on challenge!

Qualifications and Experience

- Tertiary qualification is essential, in food innovation, nutrition or quality assurance required
- Work experience in a food industry preferably but not essential

For more info see: www.trickettsgrove.nz