

# JOB DESCRIPTION

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**Job Title:** QA Support  
**Location:** Berry Gardens Packhouse

## KEY PERFORMANCE AREAS

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- To support QA supervisors and QA assistants in day-to-day duties by carrying out tests and checks and ensure any failures are documented appropriately.

## PRINCIPAL ACCOUNTABILITIES

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- To carry out shelf life tests and to ensure that all staff involved in taking shelf life samples are completing paperwork as required.
- To ensure that metal detector and weight checks are being carried out and documented at the correct intervals. To ensure that any failures in this area are documented and management team notified.
- To carry out daily, weekly and monthly calibration checks
- Follow Standard Operating Procedures as required
- Assist in any sampling and packaging trail processes.
- To support other operational teams where required.
- Complete administrative department duties when required
- Manage foreign body and complaint trending
- Other ad hoc duties as required.

## PERSON SPECIFICATION

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1. Evidence of experience working in a comparable role, preferably within the soft fruit industry
2. Strong appreciation of our business needs and resourcefulness in coming up with solutions to their challenges

3. Ability to relate to key client personnel in a professional and credible fashion
4. Well developed personal and written communication skills.
5. Ability to work as part of a team with colleagues across professional, operational and cultural boundaries
6. Proactive approach and prompt responses to all service requests
7. Ability to identify needs and issues and recommend suitable and pragmatic courses of action and solutions, adopting a risk aware approach
8. Good time management and organisational skills with the ability to handle a number of tasks at once.
9. Very good organisational skills
10. Good IT skills including experience of Word and Excel

## KEY RELATIONSHIPS

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**Reports to:** QA Manager