

JOB DESCRIPTION



Job Title: QA Support

Location: Driscoll's Maidstone

KEY PERFORMANCE AREAS

- Assess and monitor quality of incoming, during production and packed products, adhere to the site's standard operating procedures, carry out tests and checks, ensure product packaging and labelling meets specific requirements and ensure any failures are documented appropriately.
- Responsible for all related activities that could affect product safety, legality, authenticity, and quality.
- Maintain standards of health & safety, hygiene and security. Adhere to environmental practices.

PRINCIPAL ACCOUNTABILITIES

- To complete Intake quality assessments when required and send daily reports to suppliers.
- Monitor product during packing process (checking quality, approvals, labelling, packaging and other specific requirement and specifications) and liaising with production teams throughout.
- To have a comprehensive understanding of customer specifications and packing requirements.
- Ensure that specific Standard Operating Procedures are being followed as required.
- To carry out sample preparation process and assist Technical team when required.
- Calibrate measuring equipment.
- Completion of shelf life assessment
- To liaise with production management and allocation team regarding any quality related issues
- To support QA manager and QA supervisors where required.
- To ensure that packed product is within customer specifications and complete required positive realise checks.
- To support operation teams and other departments where required.
- To maintain high levels of health, safety and hygiene standards through clean as you go policy.
- Other ad hoc duties as required.

PERSON SPECIFICATION

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.
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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. Good time management and organisational skills with the ability to handle several tasks at once.
8. Very good organisational skills
9. Good IT skills including experience of Word and Excel

KEY RELATIONSHIPS

Reports to: **QA Manager**