

## **Job Description - Tomales Bay Foods / Cowgirl Creamery**

**Title:** QA Lead

**Classification:** Exempt

**Reports to:** Supply Chain Director

**Back Up:** Supply Chain Director

**Based at:** Cader Location, Petaluma, CA

**Core Hours/Work Days:** Mon-Fri, Business Hours and as needed

**Backup:** Safety Specialist or Production Manager

**Summary:** The QA Lead is responsible for establishing and promoting food safety and quality standards, performs technical research, and leads quality and safety assurance efforts across the organization. The QA Lead oversees quality control from the arrival of raw ingredients to the end-of-life retention samples and supports continuous improvement efforts of the company, its vendors and customers. The QA Lead is responsible for ensuring compliance with all regulatory agencies and engaging staff organization-wide to adopt environmental, safety, and operational excellence. Some time is spent in both locations actively observing and training staff.

**Certification requirements:** HACCP, PCQI, familiar with cGMP CFR 117, PMO, FSMA, SQF Code, OSHA/Cal-OSHA

### **Essential duties include, but are not limited to:**

#### **Program Management & Development – 50%**

1. Updates and maintains HARPC, SQF, Organic Certifications, and Food Safety plans for Cowgirl Creamery/Tomales Bay Foods locations: production, distribution and retail.
2. Develops and maintains company-wide People Safety programs working with HR to ensure compliance with IIPP and OSHA.
3. Keeps current all licenses and fees applicable to production and ensures that Production Facilities are in compliance with all regulatory agencies.
4. Monitor tracking records from all locations to help ensure compliance with all programs.
5. Leads all locations through 3rd Party Food Safety Audits Annually or as needed per GFSI scheme.
6. Files Annual Organic Application with MOCA.
7. Oversees Monthly Food Safety Audits.
8. Manages and tracks Environmental and Product testing, and On Hold Program
9. Manages microbiological analysis of raw materials and finished products.
10. Oversees plant weight checks, temperature checks, ingredient traceability, finished product appearance checks, code date verification, pH testing.
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12. Participates in sensory evaluation of raw material and finished products.
13. Performs related duties as assigned by Production Supply Chain Director.

### **Training**

1. Update employee training manual. Establish employee training guidelines and goals.
2. Develop and maintain in-house and third party employee training programs, including “train the trainer” sessions, new hires, and partnering with Production and Operations Managers and HR as needed.
3. Work with managers to designate Safety captains and task forces in all locations.
4. Source or design curriculum and training materials as necessary.
5. Create training records and maintain “real time” training database.
6. Make recommendations to senior management for new or updated trainings based upon changing regulatory requirements.

### **Leadership**

1. Supervises and directs the work of Safety Specialist providing regular feedback and guidance
2. Designated SQF practitioner
3. Update Site Management monthly on matters impacting the implementation maintenance of SQF.
4. Informs employees of their role in adhering to the SQF Code and responsibility of reporting food safety issues to personnel with authority.
5. Lead Workplace safety program

### **Knowledge, Skills and Experience:**

- BS Degree in Food or Dairy Science or related field and experience in Quality Control.
- Proficient with Google Drive, spreadsheets, basic data analyses.
- Knows safety policies, procedures and requirements for equipment operation.
- Communicates effectively and accurately, both verbally and in writing.

### **Expectations**

All TBF/Cowgirl Creamery employees are asked to perform their duties with the following expectations in mind:

- Exemplify our company values: Spirit, Accountability, Collaboration, Integrity, Know-How, Heart.
- Work together toward common goals and values including ethics, judgment, professionalism, adaptability, and dependability.
- Perform all work in compliance with applicable quality and safety measures.
- Take responsibility for learning the skills necessary to do your job.

- Communicate any lack of understanding or confusion to address training needs.
- Communicate effectively, positively, and frequently with supervisors and coworkers.
- Work with efficiency and continuous improvement in mind.

**Travel:** Some weekly travel between company locations, otherwise based at Cader facility

**Work Environment:** This position works in both typical office settings and in a production environment which can at times be wet, steamy, hot or cold.

**Physical Demands:**

The demands described here are representative of those typically encountered in this role.

- Remain stationary for long periods of time and move about on wet concrete floors.
- Remain stationary for long periods of time at a workstation desk, operating a computer keyboard, mouse, and other standard office equipment.
- Perform sustained repetitive motions, using extreme manual force, and using body parts such as fingers, hands, wrists, arms, and shoulders.
- Position self to properly complete the task at hand. This may involve turning all or parts of the body, or bending downward in order to place or reach an object at a lower level.
- Ability operate heavy equipment.
- Extend above the shoulder in order to place or retrieve objects.
- Ability to grasp, raise, lower and/or move objects of various sizes and weights:
  - Individually regularly manipulate objects weighing up to 20lbs
  - With assistance regularly manipulate objects weighing from 21lbs to 30lbs
  - Occasionally with assistance manipulate objects weighing from 31lbs to 50lbs.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

**Signatures**

This job description has been approved and is up to date:

Manager's Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager's Name (printed) \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee's Name (printed) \_\_\_\_\_ Date \_\_\_\_\_