



**Job Title:** Quality Assurance Specialist

**Dept:** Distribution Center

**Accountability:** Distribution Center Director

**Job Overview:** The Quality Assurance Specialist maintains all Quality Management Systems related to La Montañita's Distribution Center (DC). This position also oversees La Montañita's Group GAP program, which is a mechanism for local growers to secure Harmonized GAP food safety certification. These two functions will help to ensure La Montañita's compliance with established laws, regulations, policies and procedures, as well as address risk management expectations from the marketplace.

### **Interactions**

**External:** Regular contact with government regulators, auditors, farmers and other producers

**Internal:** Frequent contact with DC Director, Warehouse Manager, Value Chain Specialist and Enterprise Development Manager. Regular contact with staff at all levels.

### **Responsibilities (Quality Assurance)**

- Oversees the development, implementation, and adherence to the DC's food safety plan, including the self-audit process; oversees the DC's third party food safety audit
- Reviews audit results with key personnel and provides support to correct deficient conditions
- Works closely with La Montañita's DC Director, Warehouse Manager, and Value Chain Specialist to achieve goals
- Monitors and assists management with compliance with local, state and federal food safety and health standards; acts as the Co-op's representative to government regulators and inspectors
- Stays current on regulatory requirements for food safety and distribution center sanitation
- Monitors all third party contractors for compliance with the DC's food safety plan
- Informs buyers about La Montañita's quality assurance processes; responds to buyer requests and manages any supplier verification programs (if required by the distribution center's customers)
- Assists with investigations of food-related illness claims to determine and implement (if needed) corrective action; responsible for monitoring and auditing the DC's recall program
- Ensures grower compliance with the Co-op's Quality Management System (QMS) through grower trainings and verification
- Conducts a regular review and updates, as needed, the company's QMS
- Participates in pertinent staff meetings and professional development opportunities

### **Responsibilities (Group GAP Coordination)**

- Prepares La Montañita's Group GAP QMS for external bench review and audit
- Maintains QMS audit status
- Coordinates farmer trainings and internal audits
- Works closely with La Montañita's Value Chain Specialist and Enterprise Development Manager, as well as external Group GAP partners and stakeholders
- Ensures all trainers and internal auditors meet requirements for their own training

### **Requirements**

- Appropriate education/ work experience to demonstrate capacity to fulfill the requirements of the position
- Must be able to stoop, bend, twist, and reach
- Must be able to lift up to 30 lbs.
- Must have dependable transportation, a valid driver's license and current automobile insurance.
- Possesses (or can be trained to obtain) Preventative Controls Qualified Individual (PCQI) certification
- Knowledge of state food regulations, HACCP and food science
- Ability to interface effectively with a wide variety of audiences to communicate concepts, systems, etc.
- Ability to work effectively with diverse team members and partners and provide solutions to maintain compliance with regulations
- Strong analytical skills for data interpretation and analysis
- Well organized, with the ability to prioritize, multi-task and meet deadlines
- Excellent verbal, analytical, organizational and written skills

### **Additional KSA's (Knowledge, Skills, Abilities)**

- Experience in retail, wholesale, compliance, public health or food safety preferred
- Training with ISO 9001 or 2200 preferred
- Continuous Process Improvement training preferred
- Familiarity with wholesale distribution preferred

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**Staff Member Signature**

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**Date**