



## **Quality Assurance Manager**

Responsible to develop and maintain all necessary quality and food safety programs, procedures and certifications. Oversees and directs QA and Sanitation team members in their roles to perform daily tasks in support of these programs.

### **Primary Responsibilities**

- Manages food safety programs including, but not limited to:
  - o Hold & Release, Recall/Traceability, Allergen Control, Pest Control, Environmental Monitoring, Supplier Approval and Monitoring, Internal Audits, Consumer Complaints & Employee Training
- Train and monitor compliance with GMPs, HACCP, SSOPs and Allergen Control
- Manages QA and Sanitation staff daily tasks & ongoing personnel management
- Review QA and Sanitation paperwork daily for accuracy and safe release of all products
- Develop and maintain all internal records and documentation necessary to meet all regulatory and 3<sup>rd</sup> party auditing requirements including FSMA and BRC
- Serve as primary contact and lead all FDA, WSDA and 3<sup>rd</sup> party food safety/quality audits

### **Other Responsibilities**

- Provide technical expertise and insight for new product development & product re-formulation
- Maintain current knowledge of all applicable food regulations, including nutrition labeling guidelines, as related to the company's core products
- Provide research and feedback to Leadership to support business development as related to quality, food safety, regulatory and labeling

### **Qualifications**

- Bachelor's Degree in Food Science or related science field
- 2-5 years QA experience in a food manufacturing setting, including supervisory role
- HACCP and PCQI certified
- Strong working knowledge of FSMA, Food Safety and GMP policies & procedures
- Previous experience in a GFSI certified environment (BRC, SQF, etc), including involvement with external audits
- Strong analytical and critical thinking skills; able to define problems, collect data, establish facts and draw valid conclusions.
- Able to manage, train and guide a staff of 5+
- Excellent record keeping, organization, verbal and written communication skills
- Proficient in Microsoft Word, Excel & Outlook

**Reports to:** VP of Operations

**Schedule:** Monday – Friday, 8am – 5pm

**Starting Wage:** Salary / DOE

**Benefits:** Medical, Dental, Vacation, Sick, Holiday and retirement per current company guidelines

**If interested please submit cover letter, resume and references to;**

Erin Baker's Wholesome Baked Goods, 427 Ohio St, Bellingham, WA 98225

[jobs@erinbakers.com](mailto:jobs@erinbakers.com)