

Date: December 04, 2021

Job Title: Quality Control Technician (3 positions)

Department: Highland Fisheries, Glace Bay

Division: Global Supply Chain – Food Safety Quality Assurance



Purpose of Position:

To contribute to and enhance our Quality Assurance team at Highland Fisheries

Reporting Structure:

This position reports to: Quality Assurance Manager, Quality Assurance Supervisor

This position has the following positions reporting to it: None

Duties & Accountabilities (Responsibilities):

The following specific job responsibilities relate to this position:

- The primary work assignment of this position is as a Full-Time Quality Technician, Highland Fisheries, Glace Bay as directed by the QA Manager
- The Quality Control Technician will follow policies, procedures and work instructions developed under the company's Quality Management Program. It is the responsibility of the QC Tech to report all potential issues, instances of product or process nonconformity to the QA Supervisor, QA Manager or Production Manager as required, in a professional and constructive manner. Communication is an essential and critical component of this position.
- The QA Tech has the authority to hold product, under the advice of the QA Supervisor and/or QA Manager and recommend rework or re-processing back to the last acceptable sample during product and process inspections. All intentions to hold product must be agreed with the QA Supervisor / QA Manager
- Pre-operational inspections – Inspection of the facility, using a checklist, each morning prior to production starting and throughout the day for conformance with the CFIA Schedule I, II and company QMP requirements. Recording and reporting of issues to supervisors and sanitation staff.
- Label and packaging verification prior to production commencing, per product being produced and change over, including retention of samples of labels and packaging
- Monitoring of CCP's and reporting / generation of corrective action reports where activities indicate a loss of control or issue with the process.
- Monitoring of plant sanitation using microbiological and allergen swabs as required.

- Monitoring of staff to ensure personal hygiene standards are being met, ongoing monitoring of factory environment and equipment for signs of damage or wear.
- Testing Chlorine residual of salt and fresh water, twice daily (during production and prior to production) and recording results.
- Testing of raw materials as required according to company standards
- Calibration check of Scales (Daily, prior to use) and Thermometers (Weekly) according to procedure.
- Incoming product inspections as per specifications.
- Online and final product inspections as per specifications, procedures, and work instructions. Data entry of results of inspections into electronic system.
- Monitoring of product and processes, to inform production personnel if issues occur. Collection of product samples for microbiological monitoring program, including packaging samples, completing necessary lab paperwork, and arranging shipment the following day (or same day if possible)
- Filing of QC related documents and paperwork in the QA Office.
- Internal audits as necessary and as required by QA Supervisor and/or QA Manager
- Participation in training programs and meetings as required.
- Required to keep work areas clean, tidy and clutter free (no un-necessary objects stored in work areas) Responsible for company issued tools and equipment as required.

Other duties as required by the Quality Assurance Manager and/or Supervisor.

Key Behavioral Competencies (Personal Characteristics):

These are essential in order to perform the job successfully.

(Examples: Communication, Collaboration, Analytical thinking, Problem Solving, Customer Service, Team Focus, etc.

- Dependable, punctual and trustworthy
- Statistical analysis
- Problem-solving skills
- Organizational skills
- Industry-specific technical knowledge
- Strong communication skills both oral and written
- Analytical attention to detail
- Ability to work independently and as part of a team

Working Conditions:

Location: Highland Fisheries, Glace Bay

Travel: None

Environment: High Care chilled (<5°C) production environment; Noisy; Wet
Schedule: Beginning at 7:30 am, ending at 4:00 pm. Overtime or altering of shift may be required, as necessary

Qualifications:

Education, Years Experience, Language, Competency, Supervisory/Management Experience, Computer/Technical Skill, etc.

- High school diploma or equivalent
- Minimum of 2-5 years of inspection and/or production experience
- Microsoft Office; advanced Excel an asset

Send resume to:

Attn: Theresa MacFadyen, HR Manager, GSC
e-mail: tmacfadyen@clearwater.ca