



(QC) Quality Control Assistant – Job Description



POSITION TITLE:	(QC) QUALITY CONTROL ASSISTANT	
BASED:	Vegetable Division - Ashburton	
REPORTS TO:	QC Team Leader	
DIRECT REPORTS:	N/A	
OVERALL, PURPOSE:	To ensure that products meet establish standards of quality, reliability, and performance. Assist in identifying and resolving quality issues and maintaining product quality and consistency, ensuring customer satisfaction, and compliance with industry regulations. Conducts tests and inspect products for defects or non-conformities by maintaining accurate test result and help ensure that only products that meets standard reach market.	
RELATIONSHIPS	Internal	Systems Coordinator, Lead Quality Control, Departmental Managers, Packout Coordinators & Team leaders, Production Coordinators Team Leaders & Cold Store Supervisors.
	External	Talleys IT.
DELEGATED AUTHORITY:	n/a	

KEY ACCOUNTABILITIES	
Areas of Responsibility:	<ul style="list-style-type: none"> • Perform all routine quality test following procedures. • Communication to departments involved when there is an issue. • Comply with HACCP, Food Safety, Quality and Health and Safety. • Receive instruction from the laboratory Team leader and /or Management.

	<ul style="list-style-type: none"> • Follow documented procedure. • Keep records accurately and filled in correctly.
General:	<ul style="list-style-type: none"> • All day-to-day tasks required as normal. • Any other task as may be directed from the Board or Management Group from time to time. • Cleanliness is non-negotiable. • Personal hygiene to be maintained.
Systems and Reporting:	<ul style="list-style-type: none"> • Monthly Probe and Scale and other Calibration • Every Fortnightly Water Sampling • Weekly Micro Sampling and Trending • Daily quality reporting during the operations meeting
Food Safety & Quality:	<ul style="list-style-type: none"> • Perform several chemical as well as physical tests on the products ensuring the results are within the specifications set out. If the results do not conform, the appropriate procedure is followed. • Perform Pre-Op checks before Production/Packout re-starts after complete wash-down. • Foreign material reporting and action plans. • Retention samples. • Laboratory <ul style="list-style-type: none"> ○ Maintain high level of cleanliness and hygiene standards ○ Maintain Good Laboratory Practices • Chemistry Technician <ul style="list-style-type: none"> ○ Perform basic chemical tests ○ Chemical stock control ○ Collecting samples
Health & Safety & Wellbeing:	<ul style="list-style-type: none"> • All team members will understand and engage with the Company Health and Safety H&S Strategy, Plan and HSMS. • Be aware of and comply with the legislative requirements as defined in the HSWA 2015. • Help establish, observe, and comply with safe work practices and equipment. • Be involved in the development and review of procedures for identifying and managing risk/hazards in the business where required. • Accurately report and record any events (notifiable events, injuries, incidents, near misses and discomfort and soreness), including those relating to visitors or contractors in a timely manner in Assura. • Use and care for safety equipment and clothing correctly and as required whenever it is provided. • Challenge unsafe behaviour by any workers in the workplace.

	<ul style="list-style-type: none"> • Behave in a manner that does not endanger the health and safety of themselves or others. • Halt work immediately if it would expose you (or anyone else) to a serious risk. • Prioritising employee wellbeing, ensuring a supportive, balanced and inclusive environment. • Foster a safety-first culture, utilising regular team and toolbox meetings to drive key messages and establish open communication channels.
Other:	<ul style="list-style-type: none"> • From time-to-time other tasks may be requested of you to align with the changing needs of the business. • Positively contribute to improvement efforts across the wider team.

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES	
Qualifications and/or Experience:	<ul style="list-style-type: none"> • Work experience in vegetable quality management. • Work experience in food safety & quality management. • Work experience in microbiological/chemical testing.
Skills and Knowledge:	<ul style="list-style-type: none"> • Time management skills. • Excellent communication skills. • Advanced troubleshooting skills. • Advanced computer skills (word processing, spreadsheet, presentations, etc.). • Ability to interact well with other managers/supervisors.
Personal Attributes:	<ul style="list-style-type: none"> • Highly organised. • Team player. • Strong attention to detail. • Great leadership. • Ability to self-manage and use initiative. • Have a desire to learn and grow your skills further.

KEY PERFORMANCE INDICATORS (KPI)
Conformance to quality and food safety requirements
Zero documentation errors
Reliability, communication – response to requests, etc

I have received, reviewed and fully understand the above job description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Name: _____ **Signed:** _____

Dated: _____

