



**Job Advert
QA Auditor**

A new opportunity has arisen for a QA Auditor to join our Technical team based in Fochabers.

Baxters Food Group is a family owned global business established in Scotland over 150 years ago who are best known for premium food brands. For four generations the Baxters family has experienced dynamic change by launching into new market sectors through acquisitions and new products.

We're just as fussy about the people we employ as we are about the ingredients we use in our recipes. We employ people who are as passionate about our products as we are, after all food is one of the most competitive and fastest paced markets in the world. Our operational sites have strong local identities and we are highly respected in the local communities in which we operate. We are extremely proud that we have committed colleagues who have worked for us for over 30 years.

Principal purpose of the role:

<ul style="list-style-type: none">• To interact with technical and operations teams to drive technical and hygienic standards to Best in Class ensuring all customer requirements and legislation are met
<ul style="list-style-type: none">• To conduct internal audits as per schedules, raising non-conformity to relevant departments and ensuring corrective actions are completed.
<ul style="list-style-type: none">• To give technical approval of paperwork for the production of pre and post packing and in-house process record sheets

Main accountabilities:

1	To audit all records and ensure sufficient assessment of food safety and quality standards is conducted of each production run prior to release into the market place.
2	Complete all Food safety audits in line with schedule
3	Complete all GMP audits (including toolbox, daily, perimeter) in line with schedule
4	Complete traceability and mass balance audits in line with schedule
5	Complete daily, weekly, monthly tasks as per schedule – including paperwork, complaints, glass/hard plastic audits, knife reviews
6	Assist operations with raw material shelf life once delivered to factory
7	Identify and solve issues using root cause analysis and drive commonality between sites
8	Support site audits from customers and external auditing bodies
9	Work in a supportive manner, and communicate problems quickly and effectively to QA supervisor and other relevant departments
10	Attend factory huddles and any other meetings required for your job role
11	To take reasonable care of your own and other people's health and safety. To inform your line manager, or health and safety representative, if you think the work or inadequate controls are putting anyone's health and safety at risk.
12	To co-operate with your manager on all aspects of health, safety and the environment
14	To support and undertake other projects or roles that are within the capabilities of the job holder and of direct value to the business

Key Characteristics:

- Flexibility towards working hours and be able to work rotation shift pattern including weekend & nightshift working hours.
- Diligent with excellent attention to detail
- Ability to carry out specific tasks with minimum supervision
- Ability to handover and escalate problems
- Excellent attendance and timekeeping
- Computer literate – must have experience of email, word & excel as a minimum
- Internal audit training will be required to be completed
- HACCP training to level 3 will be required once in post
- Intermediate food hygiene will be required once in post
- Thermal process training – minimum 2 day course will be required once in post
- Must be able to problem solve through 5 Why and Root Cause Analysis – training to be provided once in post.

Hours:

39 hours per week, shift agreed by Process Manager

Must be flexible in hours to meet 24 hour, 7 days a week production including weekend working and nightshift work.

Location: Fochabers

Date Advertised: 13th October 2020

Closing Date: 22nd October 2020