



The Arthur Companies

Status: Exempt
Last reviewed: 6/21/2022
Reports to: Location Manager

Conditioning Plant Quality Assurance Manager

Job Description

Are you looking for an opportunity to leverage your talents in a growing organization? We have excellent opportunities within The Arthur Companies for people that have a desire to grow in their careers, possess strong customer service skills, have an attention to detail, uphold safety requirements and enjoy working in a team-oriented environment.

PURPOSE OF POSITION:

This position is responsible for planning, coordinating, directing, and maintaining the Food Safety and Quality Program to ensure the production of products is consistent with established quality and food safety standards at The Arthur Companies.

RESPONSIBILITIES:

- Serve as SQF Practitioner
- Serve as Preventive Controls Qualified Individual (PCQI)
- Responsible for implementing, monitoring, auditing, and maintenance of the in-plant quality programs including, but not limited to: HACCP, GFSI Certification, FSMA, cGMPs, master sanitation schedule, pest control, customer complaints, recall program, allergen program
- Know and understand all policies and standard operating procedures throughout the facility to audit, inspect and ensure compliance
- Serve as primary liaison with regulatory officials
- Responsible for renewal/upkeep of all license and certification requirements (eg. Kosher, FDA bi-annual registration)
- Responsible for facilitating EMP Program including swabbing and receiving/trending testing results
- Daily administrative duties including data entry, ticket generation, delivering product samples to lab as necessary
- Other duties as assigned

QUALIFICATIONS:

The ideal candidate will possess the following:

- High school diploma or equivalent
- Five years' experience in a Quality Assurance role that is inclusive of Food Safety and Quality
- HACCP, PCQI Certification
- SQF Practitioner
- Strong computer skills: Microsoft Office software (MS Word, Access, PowerPoint, Excel), Cloud based systems

WORK ENVIRONMENT: Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Knowledge in Accounting and Microsoft Office Software.
- Strong communication and interpersonal skills
- Decision-making skills and use independent judgment with little supervision.
- Ability to provide guidance and training to others.



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- Ability to wear all PPE as required while in production area

PHYSICAL REQUIREMENTS: commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Light sedentary office work
- Regularly: sitting and repetitive wrist, hand and/or finger movement
- Frequently: talking and hearing
- Occasionally: standing and walking, climbing stairs, bending
- Must be able to visually see at 20 inches or less
- Requires concentrated attention

ABOUT THE COMPANY:

The Arthur Companies is a diversified agricultural business that includes grain, agronomy services, birdseed and a fertilizer company. There is a proud tradition of customer service excellence in all that we do that dates back to 1906. We are privately owned and operated, putting business decisions close to our team. Please visit our website (www.arthurcompanies.com) for additional information.

DISCLAIMER:

This job description is not a complete description of responsibility, but reflects the general qualifications, duties and/or responsibilities necessary to perform this position. The Arthur Companies reserves the right to revise the job description as circumstances warrant. The Arthur Companies is an at-will employer, which means that either the employee or the company may terminate the relationship at any time, with or without notice, and with or without cause. We are an equal opportunity employer.