



## Job Description

# Quality Control and Technical Services Manager

The position of Manager of Technical Services will oversee several areas of responsibility including QA, QC, Regulatory Compliance and assist with R&D projects. Oversight of all compliance issues, GMPs, HACCP/HARPC, SOPs, government inspections and facility audits. Creating and maintaining product specification sheets, nutritional information and shelf- life studies.

Culinary Farms continues to improve the quality control and technical services function of its Woodland, California, facility. In addition, Culinary Farms has a tomato drying facility in Fairfield, California as well as several offshore sources of products.

### **Duties and Responsibilities:**

- Create and maintain product specification sheets, nutritional information and shelf-life studies.
- Oversight of, and making necessary revisions to, HACCP/HARPC, GMPs and SSOPs, risk assessments and flow charts.
- Oversight of incoming raw material sampling and testing program.
- Oversight of finished product microbiological testing program.
- Ensure compliance with government regulatory agencies and third-party audits.
- Manage Regulatory, Kosher and Organic Certifications.
- Manage Pest Control Program and ensure it meets organic and third-party audit requirements.
- Daily monitoring of HACCP/HARPC, Kosher, Organic and in-house programs and procedures.
- Train production and sanitation staff in the use of HACCP/HARPC, GMPs and SOPs.
- Conduct internal audits and review of all policies and programs.
- Assist in the development of new products, process improvements and application of ingredients into food systems.
- Provide technical support for customers and brokers.
- Respond to customer questionnaires and vendor surveys.
- Manage the Supplier Approval Program and conduct supplier audits.
- Report to Senior management on KPI's and metrics set by corporate
- Investigate and respond to all complaints and track vendor corrective actions
- Maintain and adhere to a departmental budget
- Educate Sales and other departments regarding the specific customer requirements

### **Minimum Qualifications:**

- BS degree in Food Science or related field
- Must be HACCP certified
- 4+ years of experience in Quality Control
- Good negotiation skills with customer oriented attitude
- Excellent written and verbal communication and interpersonal skills
- Basic knowledge of applicable software to infer statistical data
- Must be able to demonstrate past successes in leadership of direct reports as well as the ability to manage a QC department.
- Must be able to lift 50 lbs.
- Must be able to occasionally work in an environment that processes hot chilies and function wearing necessary protective gear

Please forward resume to [careers@culinaryfarms.com](mailto:careers@culinaryfarms.com)