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| Job Title: Quality Controller | Primary location: East Kilbride/Queenslie/Wolverhampton |
| Reports to: Quality Supervisor/Manager Cover – peer QCs | Regular collaboration with – production teams, H&S, technical team |

Job Function

To implement Scotbeef Food Safety and Quality policies and procedures, ensuring all quality documentation is completed satisfactorily including auto coding whilst complying at all times with company operating requirements, especially in respect of quality, health, safety & ethics, traceability, product integrity, labelling and company, personal & food hygiene rules and legislation.

Main responsibilities

- Ensure implementation of food safety and quality policies and procedures
- Conduct checks at all stages of the process from raw materials to finished product
- Ensure all raw materials are checked at intake and report any non-conformance to supervisor
- Conduct all start up checks in relation to metal detection
- Ensure strict adherence to quality, food safety, hygiene, ethical, product labelling and allergen handling processes
- Conduct taste panels as per customer requirements
- Assist in the investigation of customer complaints
- Assist in conducting internal audits
- Collect & log micro samples when required
- Produce and maintain all appropriate records
- Ensure own familiarity and compliance with company policies and procedures, standards of operation and safe operating procedures
- Ensure consistent and timely attendance at work
- Provide flexibility to meet company operating requirements
- Provide pro- and re-active and supportive verbal and written communication to team members, supervisors and managers

Skills required

- Speaking, writing and understanding good spoken and written English language. (This is an essential health & safety, traceability and quality control requirement which will be tested as part of the recruitment process)
- Basic numeracy skills
- Attentive to detail
- Flexible, adaptable and keen to learn
- Learning and implementing new information quickly
- Strong team collaborator
- Accreditation Food Hygiene equivalent at minimum level 2; able and willing to gain level 3
- Good communication skills at all levels
- Flexible, adaptable and keen to support others' development

| Doing a good job | |
|---|---|
| Produces what we need | |
| Ensures volume and yield OTIF Drives line utilisation Controls materials | Ensures maintenance Ensures SOP compliance |
| Makes it quality | |
| Delivers quality - no rejections Rectifies deviation from protocol Ensures correct materials handling | Ensures documentation is complete, timely, accurate and fit for purpose |
| Keeps tracking | |
| Full, accurate traceability maintained | |
| Safe and healthy for everyone | |
| Observes and ensures all safe working practices and behaviours Ensures prompt reporting of all accidents, incidents, near misses and hazards | Encourages others to work safely and intervenes in unsafe practices |
| Keeps it clean | |
| Ensures clean as you go observed Ensures changeover compliance Observes and ensures standards of personal hygiene | Uses and insists on correct PPE Ensures ethical disposal & behaviour Ensures food hygiene & allergen compliance |
| Doing the job well and making Scotbeef a great place to work | |
| Helps others learn and deliver | |
| Encourages others Shares skills and knowledge Acts as mentor to less own team & less experienced/skilled colleagues | Finds own solutions, and engages others, to help solve problems Finds and encourages the positive in challenging situations |
| Values others | |
| Excellent communication with others regardless of role, origin or personal characteristic Encourages communication and collaboration across all boundaries | Demonstrates & encourages enthusiasm to learn about other people at work Values others for their differences as well as similarities |
| Shows every minute counts | |
| Ensures full attendance Ensures prompt timekeeping Ensures deadlines met | Encourages team to help others & work in other areas where trained Ensures all time is put to productive use |
| Hungry to learn | |
| Encourages questions and checking of understanding Ensures understanding and application of all policies and procedures – the handbook | Encourages learning to develop flexibility Immediately finds ways to put own learning and training into practice |
| Subject Champion* | |
| Has responsibility beyond the norm in particular area of expertise e.g. H&S representative, Apprentice Mentor etc | Is the 'go-to' person when others need technical support/advice Personally 'champions' specific area of work expertise |

Performance Standards & Measures

| Remit | | Measure |
|----------------------|---|---|
| Production | Process and package required product volume Drive line utilisation to ensure planned production deadlines | Actual v planned volume Actual v planned timings |
| | Control materials usage to minimise wastage and rework | Actual v allowances |
| | Immediately report line/machine wear, defects or damage to ensure continued smooth operation | Lost time due to late reporting |
| | Ensure smooth changeover to minimise downtime | Planned v actual downtime |
| | Comply with all Safe Operating Procedures | Supervisor monitoring and compliance audits |
| Quality Control | Consistently follow defined processes to provide product that meets required parameters | Actual v allowance – rejects No customer complaints |
| | Recognise and rectify any deviation from required standard to avoid rejections and customer/consumer complaints | |
| | Ensure correct handling, use and storage of all materials | Supervisor monitoring, compliance audits Materials utilisation |
| Hygiene | Clean as you | Supervisor monitoring |
| | Provide full compliance with all changeover cleaning requirements | |
| | Fulfil all personal hygiene requirements | |
| Food Hygiene | Observe required standards | Internal assessment |
| | Achieve Level 2 or equivalent Food Hygiene Standards | |
| | Ensure all allergen protection provision | |
| Health & Safety | Keep areas clear and safe to work in | Supervisor monitoring |
| | Follow all safety, health & hygiene rules especially immediately reporting any accidents, incidents, near misses, hazards or deviation from protocols | Supervisor monitoring and Company records |
| | Assist with any real time investigation into accident/incident to eliminate root causes | |
| People | Keep others informed | Supervisor monitoring |
| | Demonstrate positive collaborative practice with others actively supporting their learning and team/line performance delivery | Supervisor monitoring and peer feedback |
| Conduct & Capability | Fully familiarise self and comply with all company policies & procedures | Supervisor monitoring Audit records |
| | Provide full attendance and exemplary timekeeping | Company records |
| | Diligently apply self to learning and maximising training opportunities | Supervisor monitoring and Training assessment |
| | Willingly flex to operational requirements and adapt to changes | Supervisor monitoring |

Name.....

Signature.....

Date.....