

Job description:

Silvestri Sweets, Inc is a fast growing and fast paced manufacturing organization and we recognize this is the result of our talented team of trusted employees working together to deliver customer service excellence. We are committed to providing our employees with personal and professional growth opportunities while fostering a culture of respect and well-being that goes along with a small company.

This position oversee's all assigned production work to ensure all work is accomplished in accordance with the Purchase Order (PO), SQF Manual, HACCP, FDA and Food Safety Requirements and Silvestri Sweets, Inc. Standards. This will be accomplished while working with Production Manager, Team Leaders, Production Team, Quality Control, Vice President and Management.

Requirements:

Three years of experience in Quality Assurance or Quality Control
Effectively and clearly communicate (i.e., speak, write, read) in English and Spanish

Responsibilities:

- This position ensures all work is accomplished in accordance with the Purchase Order (PO), SQF Manual, HACCP, FDA and Food Safety Requirements.
- Perform work order surveillance and create maintenance log entries for all maintenance and modifications to assigned equipment
- Complete all FDA approval and return to service paperwork as required to support production and our customers
- Assist and Train personnel in order that all production is accomplished in accordance with the PO and FDA direction.
- Ensure quality control and product meets all PO and regulatory requirements so that safe and wholesome will be provided.
- Job duties will vary each day
- inspect all work to ensure the finished product meets standards as defined on the PO.
- Identify and record all problems relating to Food Safety and the Quality of the ingredients, processes, or safety system by Lot Number and Exp Date
- Ability to initiate action to prevent the occurrence of nonconformities relating to Food Safety and the Quality of the product, processes, quality system, or safety system.
- When necessary, serve as liaison with Regulatory Compliance Officers.
- Inform Management of ALL Food Safety or Quality issues

- Perform all duties necessary to meet SQF, HACCP and Government requirements.
- inspecting the product and creating log entries that meet all service requirements
- Analyze data, documents and product to comply with minimum Weight requirements
- Work Collaboratively with Quality Assurance, Production Manager, Maintenance, Shipping/Receiving, Sanitation Supervisors, personnel and Vice President.
- Gather and organize all pertinent documentation for the customer and for Silvestri's Food Safety Files
- Update and complete all forms or records, including inspection of metal detectors, weight calibration and Cert Dox forms.
- Perform internal audits as required
- Daily contact with Shipping Receiving and Team Leader to ensure schedule, quantity and quality standards are met
- Any other job-related duties as assigned by supervisor or management
- Attend work every day as scheduled to include overtime and weekend assignments
- Enter data and complete entries with high degree of accuracy
- Coordinate projects and maintain safety schedules as required
- Ensure good communication with management and personnel on all data needs
- Follow all company rules and safety regulations during performance of duties
- Maintain customer oriented work habits for oneself and the department
- Actively work to maintain a safe workspace
- Sanitation: Pre-Op Forms- Food Contact, Non-Food Contact, Daily Sanitation, Operational Sanitation Report, SPS check list, Box Re-Use Sanitation log, Refrigeration Unit log, Facilities Cleaning Logs, Chemical Concentration Log, Truck Washing Log, Cooler Sanitation Log
- Work with others in a professional manner
 - Work with minimal supervision
 - Some work will be performed in an office environment
 - Some routine work and inspections are in a production environment