

## JOB POSTING



**JOB TITLE:** Production Quality Coordinator

**LOCATION:** Burnaby, BC

**SUPERVISOR:** Quality Assurance Manager

### MAJOR DUTIES AND RESPONSIBILITIES:

- Work in production area to ensure full compliance with specifications, processing controls and food safety practices.
- Finished Product Quality Inspections to ensure compliance with product specifications and for checking heights, color and other attributes of finished product to meet customer quality expectations.
- Prepare and distribute accurate formula for the production team.
- Product Hold Procedures including placing questionable product on hold, discarding bad product, placement of positive release products on hold, monitoring the on hold procedure and ensuring compliance with positive release procedures.
- Provide individual or group training to production employees on Standard Operating Procedures (SOPs), product specifications, SPC, production controls, formulas, visual quality inspection criteria, GMPs, Food Safety and HACCP procedures and assist in development of SOPs.
- Assist in preparation for internal and external customer audits.
- In-Process Production Process Monitoring of all the operational areas
- Paperwork processes and document management.
- Other duties as assigned

### QUALIFICATIONS:

- 1 year post secondary education in a science or related field.
- Bachelor of Food Science, Microbiology or Human Ecology Preferred.
- Strong interpersonal and communication skills. .
- Solid quality orientation with experience and understanding of Food Safety principles.
- Knowledge of GMP and HACCP programs and procedures.
- Solid computer skills along with excellent analysis, problem assessment, problem solving, attention to detail, and leadership required.
- Good oral and written English skills.
- Must be willing to be a hands-on performer and spend at least 80% of the time on the production floor.

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**SEND APPLICATION TO:** [careers@gourmetbaker.com](mailto:careers@gourmetbaker.com)