

Title	Quality Assistant
Location	Belfast Mills, Percy Street, Belfast, BT13 2HW
Working Hours	Monday to Friday 7.30 am – 3.30 pm (or 8.00 am to 4.00 pm)
Reports To	Quality Assurance Manager (and in their absence the Operations Director)

JOB PURPOSE

- To provide Quality Control (QC) operations such as laboratory testing of milling wheat and flour samples and the routine calibration of test equipment.
- To provide Quality Assurance (QA) by assisting with various preparation for: - internal and external audits, QMS, HACCP, Food Safety Culture, etc, and maintain high GMP audit-ready standards.

MAIN RESPONSIBILITIES

Quality Control Responsibilities

- Annual shelf-life validations.
- External testing – lifting samples as per schedule and sending to required laboratory (Flours/Wheat/Wheat feed/New Cargos).
- NCN – raising NCN based on any out of spec. results/issues identified on daily checks, starting the NCN.
- Flour/wheat testing in-house lab - chemistry testing as per schedule and against methods manual - NIR, Hagberg falling number acid & CO2 etc.
- CoA's- completing and sending CoA's as per customer requirements.
- Weekly/monthly lab tasks – Magnet checks, Farinograph & Barbender etc.
- Startup daily Calibration of laboratory machines internally as per schedule – pH meter, NIR, etc.
- Proficiency ring testing - completing & submitting results, as required.
- Collating test results & preparing weekly summary reports - internal & external customers.
- Ensuring wheat/flour sample retention is followed & stock is rotated & cleared as and when required.

Quality Assurance Responsibilities

- Internal Audits – assisting in completing audits when assigned.
- Assisting with the continuous review of the Food Safety Quality Manual.
- Supporting external audits & preparation for BRC, FEMAS & Customer audits.
- Assisting with QMS duties such as trending, procedure review, work instruction review, HACCP, TACCP, etc.
- Assisting with complaints.
- Driving a positive Food Safety Culture on site.
- On the floor presence driving an 'audit ready' standard on site.

The above list provides an overview of duties, but is not exhaustive, and you are expected to carry out any task, deemed necessary by management to ensure the continuous and efficient running of the whole site. These tasks will be within your capability and training.

In addition, the post holder is required to undertake routine (annual) health surveillance checks to determine continued fitness for the job.

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THE PERSON

ESSENTIAL CRITERIA

Experience/Qualifications/Skills/Competences

- Minimum of 3 years' experience working in food safety/quality assurance with a relevant Level 3 qualification.
OR
- Have a relevant food-quality related degree with practical experience.
AND
- Knowledge of Food Safety & Quality Standards (BRC, HACCP)
- Strong numeracy, problem-solving, communication and organisational skills.
- Attention to detail and accurate data handling.
- Proficient in MS Office, especially Excel.
- Approachable, reliable, good timekeeper, self-motivated, and able to work independently or in a team.
- Physically fit and in good health to carry out duties.

Must be eligible to work in the UK.

DESIRABLE CRITERIA

- Experience in laboratory work/product testing.
- Experience of participation in food quality related audits.
- HACCP Level 2/3
- Food Safety Level 2/3

Training will be provided to enable the successful applicant to meet all job requirements.

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