BOLNER'S FIESTA PRODUCTS, INC
Job Description

Job Title: Quality Control Coordinator
Department: Quality Control / Production
Reports To: Quality Control Supervisor
FLSA Status: Exempt
Prepared By: Human Resources
Prepared Date: February 28, 2017
Approved By: Plant Manager
Reviewed Date: September 19, 2018

SUMMARY
Plans, coordinates, and directs quality control program. Enforces all regulatory and Quality Control Standards. Ensure continuous production of products consistent with established standards by performing the following duties personally or with assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides inspection activity for product throughout production cycle. Makes decisions based on samples provided as to the quality and viability of product. If product is found to be out of compliance QC Coordinator will determine whether production line will be stopped and whether product will be placed on QC hold.

Directs workers engaged in inspection and testing activities to ensure continuous control over materials, facilities, and products.

Helps train and enforce GMP and quality guidelines. If the QC Coordinator determines that an employee is not in compliance with Good Manufacturing Standards, they will determine whether to issue the non compliant employee with a GMP violation ticket or whether the employee will be sent home depending on severity.

Inspect rejection product. Make determination on whether production line must be stopped and product produced quarantined.

Backup critical control monitor. Based on monitoring results will determine whether metal detector needs adjustment or whether maintenance or manufacturer needs to further evaluate metal detector.

Metal detector checks must be documented.

Conducts allergen testing. Based on results, makes determination whether production line can resume production or whether production line will need to be recleaned or sanitized.

Makes decisions of acceptance or rejections of blends for further processing.

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Assists in checking first-off product at start up for production lines. Determines and approves the continuation of that production line based on results and evaluation.

Signs off on the appropriate log and in the case of blends. This indicates that the products are now available for filling orders.

Assists and maintains quality control objectives complimentary to corporate policies and goals.

Interprets and enforces product inspection criteria and procedures based upon company, industry accepted standards and principles.

Interprets quality control philosophy to key personnel in organization.

Applies total quality management tools and approaches to analytical and reporting processes within each department.

Works closely with Sanitation to ensure compliance with company/government standards.

Identifies any areas of concerns for the potential of pathogens.

Understand, design, implement and maintain quality standard operating procedures and product safety programs such as Safety and Sanitation, SQF, HACCP and GMP (Good Manufacturing Practices). In addition, train employees and key personnel in conjunction with managers on the above programs.

Assists the Plant Manager to maintain the safety program in place for the facility.

Assists in investigating customer complaints regarding quality.

Calculate measurements necessary to create large volumes of products (recipes) for various departments. Creating (i.e. drum tags and bar codes) for those products, as well.

Assists with maintaining the recipes created by Bolner's Fiesta Products, Inc. on the computer. Updating when necessary.

Ensures recipes and processes remain confidential.

Assist in computerized manufacturing process.

Assists in interpreting, enforcing and maintaining SQF system.

When work orders are scanned in, the amounts must be checked to ensure they are correct and that the proper amounts of raw materials are picked and the dates are correct. Corrections are made if necessary after discussion with appropriate personnel.

Once the correct information has been ascertained, the run must be processed/manufactured.
Verifies that all items have production costs, costs attached, checks for errors and determines whether updates need to be made during the manufacturing process.

Once updated, they must then log the items manufactured in their respective departments.

Monitors the jar lines throughout the day and "manufactures" the items produced at the conclusion of each run.

Responsible for creating or reopening work orders for the Cello Hand Pack Room and any other departments as required and making the corresponding labels as needed. Labels are made for all departments as required throughout the manufacturing day (i.e. manufacturing pink stickers, product labels and bar codes).

Must be able to read and understand COA's, approve or reject incoming shipments based on company and FDA standards.

Assists in conducting sanitation checks on product lines at start up and approving start up for production lines.

Assists Cello Hand Pack Room in supplying product to the distribution center.

Will address "availability issues" for the items that are scanned in either to production or to fill orders. This involves checking stock levels on items in question and where necessary performing physical counts.

Back up to Production Supervisor.

Back up to creating transfers to Brazos location.

Will perform clerical duties when necessary, preparing reports, memos, etc.

Gathers supplier information (assists).

Grind work orders are created as needed.

Line auditing checks at the required times designated by the Food Safety Manager.

Plays active role in maintaining quality management teams within organization.

SUPervisory Responsibilities

Manages all food safety in the facility as a whole to include all production employees.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION and/or EXPERIENCE
Associates Degree from a college, university or technical school: or two to four years related experience and/or training, or equivalent combination of education and experience.

LANGUAGE SKILLS
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

COMPUTER SKILLS
Working knowledge of Microsoft Word and Excel.

MATHEMATICAL SKILLS
Basic mathematic knowledge. Ability to apply concepts such as averages, fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS
HACCP Certification Required, PCQI Certification Preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, taste and smell. The employee frequently is required to stand; walk; and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

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