



Job Title: Quality Manager – Microbiologist/Chemist

Employment Status: Full-Time

Classification: Exempt

Work Schedule: Monday through Friday and occasional weekends

Travel: Required for training and execution of job duties

Reports to: Director of Quality/GMP

Supervisory Responsibilities: Yes

Position Summary: The Quality Manager is primarily responsible for managing the Quality Control Lab activities, overseeing the Quality Management System (QMS), and required management representative activities involved with the QMS and food safety/GMP programs.

Essential Functions

- Lead Quality Control team members achieving quality objectives and goals through an engaged workforce. Motivate and encourage teamwork and foster growth and development.
- Prepare and compile required information for quarterly QMS Management Reviews. Gather input from other departments as appropriate and coordinate review meetings with management personnel. Ensure that final report is documented, signed and distributed per procedure.
- Manage the Corrective/Preventive Action, Customer Complaint and Non-Conforming Product systems and participate on the NCMR Review Board, including attending meetings and providing final sign-off on quality system forms.
- As Quality Systems Management Representative, act as primary contact for ISO9001 registrar, including all communication on certification and coordination of audits and audit responses.
- Oversee the Quality Control department's activities, including direct supervision of the Fresno QC lab, ensuring that quality objectives are set and achieved, and that staff is adequately trained and collaborating with other departments to achieve on-grade products.
- Coordinate and lead Quality Team meetings and associated activities for that group, including implementation of recommended QMS improvements.
- Organize and facilitate customer required audits, including serving as the main audit contact and escort, and issue audit responses and follow-ups.
- Support and drive continuous improvement in our GMP and food safety programs; ensure food safety programs are in compliance with Food Safety Modernization Act (FSMA), state and local requirements; Maintain Preventive Controls Qualified Individual (PCQI) training as required by FSMA

Other Duties

- Perform QMS training for employees on periodic basis as determined necessary by annual schedules, customer and internal audits, CA/PA, Management Review and/or Quality Council recommendations.
- Perform employee orientation for QMS.
- Coordinate product recall activities with the Quality Council and Management team.
- Other Quality, QC/QA, QMS and other duties as assigned.

This is not meant to be a comprehensive listing of activities, duties, and responsibilities. These items may change or new items may be assigned with or without notice.

Experience and Education Requirements

- BS/MS in Food Science, Chemistry, or Microbiology
- 5+ years' experience in food safety quality assurance
- 2+ years' technical supervision experience

Knowledge, Skills, and Abilities (KSA's) Required

- Working knowledge of Quality Management Systems (QMS) and Food Safety Modernization Act (FSMA) requirements.
- Proven laboratory testing skills
- Knowledgeable in general production processes
- Excellent interpersonal and communication skills
- Self-motivated with the ability to work without direct supervision
- Ability to be innovative and solve problems independently
- Proficient computer skills

Other Qualifications

- Valid Driver's license with acceptable driving record
- Covid-19 vaccination: *Because business travel is an essential function of this position, Gusmer requires that any individual holding this position is fully vaccinated for Covid-19 and can show proof of same prior to commencing employment. This requirement is based on travel guidance and recommendations from the Centers for Disease Control and Prevention and is consistent with Gusmer's duty to provide and maintain a workplace that is free of known hazards and to safeguard the health of Gusmer's employees and their families, its customers and visitors, and the community at large.*

Physical Requirements

The physical demands listed are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Modified "light duty" restrictions may be arranged as needed and when available for job-related injuries or illnesses.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; lift/carry/push/pull under 10 pounds; use hands repetitively for writing, keyboarding, and grasping/holding. The employee is occasionally required to lift/carry/push/pull up to 20 pounds; twist/turn; reach outward and over shoulders, and bend and squat.

Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Acute hearing is necessary for telephone and in-person communication with customers and fellow employees, and visual acuity sufficient to read a computer screen and paper documents.

Working Conditions

This position typically functions in a combination of an office and plant environment; there will be exposure to moderate noise levels, fumes, dust, chemicals, heat/cold and allergens especially in plant/warehouse environment.

EEO Policy Statement:

Gusmer Enterprises, Inc. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Gusmer will also consider requests for reasonable accommodations made by applicants and employees on an individualized basis, including those based on disabilities and sincerely-held religious beliefs, where such accommodations do not impose an undue burden on the business. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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