



(Permeant position)

QC/Production Co-ordinator at BakeMark Ingredients Canada, Ltd –Calgary AB

Position

- Reports to the Director of Manufacturing and QA

Duties and Responsibilities

- See detail on page 2

Qualifications

- See detail on page 2

Please email your resume and cover letter to Ellen Tsang (Director of Manufacturing and QA) at ellen.tsang@bakemark.com

Opening date: June 28, 2017

Revised Closing date: August 28, 2017

Job Description

Job Title: QC/Production Co-ordinator
Department: Calgary
Reports to: Director of Manufacturing & GM

PURPOSE OF THE JOB

Directs and coordinates the resources, specific tasks and related processes for the manufacturing department. Ensures that internal customers are satisfied and fulfilled with outputs and responsiveness. Follows at all times CSM's guiding principals of Best Practices as both process improvement and cultural attitude. Continually reviews manufacturing processes in order to maximize productivity, increase profitability, increase efficiency and improve quality. Ensures all BakeMark manufactured products meet Quality Assurance specifications by performing all pertinent quality control tests. Works on special projects as assigned by the General Manager.

PRINCIPAL/ESSENTIAL ACCOUNTABILITIES include the following. Other duties may be assigned.

Manufacturing Administration

- Ensure all best practices are adhered to at all times.
- Replenish ingredients in conjunction with production planning.
- Post-daily production of finished goods.
- Schedules manufacturing in a manner to maximize efficiency and inventory turnover while ensuring the needs of the customer are met.
- To co-ordinate inventory cycle counts as per the set procedure and reports all inventory discrepancies with reasons and solutions to the General Manager.
- Record daily employee productivity and make available to the General Manger.
- Report all safety, repairs and maintenance requirements to the General Manager.
- Ensure the facility is maintained and facility audits are performed as to the set procedure and follow-up on shortcomings.
- Investigates and reports batch variances to the General Manager.
- Understands the manufacturing process for each product.

Quality Control – Finished Products

- To perform on a daily basis all relevant QC tests to ensure that the manufacturing products meet all finished product specifications.
- To accurately report the results of all QC tests to the Director of Manufacturing and Quality Assurance.
- To perform all quality control tests as directed by the Director of Manufacturing and Quality Assurance. Changes to testing processes and measurements can be approved only by the Director of Manufacturing and Quality Assurance.

- To review and make recommendations where necessary, on manufacturing processes that affect the specifications of the finished product.
- To inspect and audit every period the sanitation of the manufacturing and warehouse operations. To report all deficiencies when observed to the Operations Manger.
- Ensure good housekeeping and food safe practices are implemented and followed.
- Ensure that the ingredients used in the manufacturing operation conform to required standards.
- To ensure that the labels of all new manufactured products meet government regulations.
- Ensure that the lot numbers of ingredients used in the manufacturing operation are recorded and tracked.
- Participate in the implementation of HACCP for the manufacturing plant and the external audit program for suppliers of private label products.
- Provide Certificates of Analysis on manufactured products.

Quality Control – Administration

- Ensure that all pertinent records relating to the Q.C. testing of ingredients and finished products are maintained by date and by product number.
- Maintain product recipes and update them when necessary as advised by the R&D department.
- Update labels of existing manufactured products as required.
- Submit a period report that summarizes the activities performed during the period and key issues complete with proposed action plan.
- Order quality control supplies as required.

Human Resources

- Lead, guide, train and motivate all manufacturing staff (up to 25) to ensure all food safe and GMP policies are adhered to.
- Ensure all employee issues are addressed within the guidelines as stated in the Collective Agreement and or BakeMark policy manual. Report all issues to the General Manager.
- Summarize payroll and vacation benefits for all manufacturing employees every two weeks and submits to the pay-roll department.
- Schedule manufacturing manpower requirements in line with budgeted productivity goals.

- Assist in co-ordinating the safety committee and ensure it operates within the guidelines as set out by applicable provincial safety standards and BakeMark safety policies.

Budgeting, Reporting and Communication

- Assist the General Manger in preparation of the annual manufacturing budgets.
- Operate within budgeted expense parameters.
- Provide information as required to the General Manager for inclusion in the Division reports.
- Provide copies of the facility audits and employee performance summary to the General Manager and Quality Assurance upon completion of each reporting period.

Education and Experience

- Must have a diploma in Food Science from a recognized institution and worked within a manufacturing environment.
- Must have prior understanding of manufacturing processes.
- Must be able to communicate clearly both verbally and in written format with all departments.
- Must be accurate with numbers.

Other Duties As Assigned

Physical Demands/Environments

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential function 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 and hear. The employee frequently is required to taste or smell. The employee is occasionally require to use hands to finger, handle, or feel, reach with hands and arms, climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to (25) pounds. Specific vision abilities required by this job include close vision, distance vision, colour vision, peripheral vision, depth perception, and ability to focus. The employee is occasionally exposed to wet and/or humid conditions, high precarious places: fumes or airborne particles; and vibration. The noise level in the work environment is usually moderate.