

June 2014



## **Job Description**

# **QUALITY CONTROLLER**

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### **Responsible To:**

Operations & Commercial Manager

### **Key Relationships with:**

- Operations & Commercial Manager
- Warehouse Supervisors
- Warehouse Storemen
- Internal Auditors
- Site Manager
- Fresh Produce Manager
- Systems Manager
- Compliance Manager
- Sales and Grower Relations Manager
- General Manager
- Growers

### **Primary Objective:**

To sample and check product to ensure it meets Glassfields and Woolworths Quality Assurance (WQA) standards and to lift the overall quality of Glassfields produce entering the market by:

- Maintaining and improving good practices
- Facilitating change to achieve continuous improvement in quality
- Providing assurances that WQA standards are being met
- Overseeing fresh produce quality at site level.
- To be the 'champion' of improving fresh produce quality at Glassfields

### **Key Tasks and Responsibilities:**

- Supervise daily quality inspections during order picking
- Conduct daily pre-despatch quality checks on all product lines picked for Progressive orders.
- Conduct Incoming shipment/delivery quality inspections on all produce lines

- Conduct in store inspections to assess fruit quality and handling of Glassfields and competitors product at store level.
- Provide accurate and timely Quality reporting
- Manage and update all forms and record keeping of quality
- Oversee all on HOLD/REJECT product and ensure audit trails
- Ensure record keeping and filing is correct and consistent and that all records are following Seeka procedures
- Management of quality manual systems and compliance
- Ensure fresh produce quality standards are maintained at site level
- Minimize loss of fresh produce waste through poor handling and storage practices and sign off on all product dumped due to poor quality.
- To oversee training of Warehouse Staff performing quality inspections
- Oversee and check the setup of the QC area for equipment, calibration of scales, stationary, forms and files
- To undertake other duties as requested
- Ensure an uncompromising approach is taken to food safety by all employees. This will be achieved by ensuring recognised food safety requirements are complied with at all times and nothing is done that may compromise any market access accreditation.
- Health and Safety requirements:  
Employees must ensure they do not compromise the safety of themselves or others.

**This means;**

- Actively participating in health and safety;
- Following company safety procedures and rules;
- Behaving and acting safely;
- Reporting near misses, accidents and unsafe situations;
- Actively participating in rehabilitation.

**Company Core Competencies:**

- Results Orientation.
- Quality Orientation.
- Continuous Improvement.
- Integrity.
- Transparency.
- Teamwork.

Glassfields is a leading company providing high quality service to its suppliers and customers. The Company has a strong emphasis on adding value for and open, transparent communication with both its suppliers and customers as a fresh produce supplier.

**Position Core Competencies:**

- A background in and passion for quality, including appropriate qualifications
- Systematic approach to recording and reporting data
- Ability to implement and maintain quality control procedures.
- Strong written and verbal communication skills to ensure communication to the team
- Open to change and learning new systems
- Ability to motivate people to ensure quality guidelines are being followed
- Professional and mature approach at all times
- Flexible due to work demands
- Effective planning and time management processes to ensure efficient use of resources