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| the finer details Which site am I based at?  Blagdon  Which team am I a part of?  Technical  Who do I report to?  Quality Technologist (Labs)  Who do I look after?  No direct reports  Team size?  0  Do you have responsibility for a budget?  No qualifications & experience **Essential:**   * Good team working skills * Able to undertake manual tasks * Attention to Detail * Effective Communication * Haccp understanding * Food Safety knowledge * Good attention to detail * Methodical analytical approach to tasks   **Desirable:**   * Basic food hygiene * Knowledge of HACCP * Previous lab experience | QA Assistant (Labs)job description **We are the custodians of our customers and consumers' expectations and support the business in achieving a true quality, food safety focused, working environment.**  **We are proud of the products we produce, and all the brands we represent.** the purpose of your role You will work as an important part of a team supporting the Laboratory function on the site you are based. Whilst ensuring a safe working area, you will undertake routine tasks which follow procedures / instructions to support the overall analysis of our fantastic products.  The sample analysis undertaken will be supporting the service the Laboratory provides to internal stakeholders.  **Your responsibilities:**   * Accurate and diligent in all tasks * Complete all sampling and testing as required by site, in a safe, accurate and diligent way, following process * Capture, record and identify monitoring points in the process. * Verify process stability and performance * Takes the necessary actions to complete assigned tasks and evaluates processes against QMS requirements * Support the internal audit process when required * Support the QA team in step-up roles when required to maintain site operational control. * Capture trial results against procedures and gather relevant data to facilitate development of technical product specifications * Review trial product quality results and compare with trial objectives to identify variations. * Interpretation of all results, against requirements, with the relevant resampling or escalation depending on result. * Maintain a safe, tidy laboratory, with a clean as you go approach. * Review current processes and procedures, pro-actively highlighting areas where they require improvements or updates. * Help with investigations, understanding monitoring point in process and interpretation of results. * Maintain laboratory stocks. * External laboratory systems – logging of samples, sample collection for external testing, booking of samples and reviewing results.  what good looks like for this role**Food Safety**Level –1 Understands the essential requirements to meet food safety and legal requirements and support due diligence relevant to their role.  **HACCP**  Level – 1  Has an understanding of HACCP and allergen risks **Decision Making**  Collaborates in issue resolution and, when appropriate, escalates in response to issues raised or identified.  Revises scope of activities based on data and findings.  **Coaching**  We expect you to actively coach the teams you interact with in real time to drive compliance to standards.  **Energy & Prioritisation**  Exhibits enthusiasm and encourages others to complete work in a timely manner, gaining satisfaction from team achievement.  **Attention to detail and accurate communication,**  All communication, verbal and written must be accurate, effective and tailored to the audience at all levels in the business. |

### HR use

Date of last review: Job reference no: Job level:

Job family: