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| the finer detailsWhich site am I based at? BlagdonWhich team am I a part of? TechnicalWho do I report to? Quality Technologist (Labs)Who do I look after?No direct reportsTeam size?0Do you have responsibility for a budget?Noqualifications & 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 roleYou 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 –1Understands the essential requirements to meet food safety and legal requirements and support due diligence relevant to their role.**HACCP**Level – 1Has 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: