

# VIE-DEL COMPANY

## Job Description

### Addendum A

JOB TITLE:           **QUALITY CONTROL LAB SUPERVISOR**  
DEPARTMENT:        Laboratory  
REPORTS TO:         QC Laboratory Manager  
DATE:                 4/25/16

**SUMMARY:**    The Quality Control Lab Supervisor, under general supervision from the Laboratory Manager, will have responsibility for all areas of the Quality Control Management system. This includes, but is not limited to:

- Supervise and maintain all company Quality programs such as GMPs, HACCP programs, Audits, Product Testing and Traceability
- Supervise, coach, and develop salaried and hourly staff focused on continuous improvement; train and develop personnel in test procedures to analyze components and physical properties of samples
- Supervise and maintain all Lab Standard Operating Procedures (SOPs), Quality Control Procedures, Lab Test Procedures, Product Specifications, Good Laboratory Practices (GLPs), and Lab Safety programs
- Develop ability to carry out all Lab functions during Lab Manager's absence and vacation
- Supervise the analytical testing of all products, from raw material to finished product
- Supervise all phases of Laboratory functions – quality control, quality assurance, microbiology, food safety, product inventories, sample libraries, sample shipments, documentation and record keeping
- Perform routine laboratory analysis as needed
- Compile, analyze, and review test results to determine operating efficiency of process or equipment and to diagnose malfunctions
- Oversee preparation of test solutions, compounds, reagents, and standardization and calibration of equipment for use by laboratory personnel in conducting tests
- Conduct basic research and development of products as needed
- Provide technical services and advice to other operating departments as needed
- Coordinate with managers, supervisors, and laboratory staff to resolve problems as needed
- Coordinate with Production Dept. in all areas and phases of processing
- Oversee quality assurance that all products have met company, customer, and regulatory standards and specifications
- Assist in investigations of quality control alerts and customer complaints
- Supervise and maintain Plant Pest Control program and Master Sanitation Program
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Demonstrate competency in problem solving and decision making, excellent communication and leadership skills, motivation to achieve results, and the ability to motivate others
- Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraisal of performance; reward and discipline of employees

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Individual must be able to work all shifts and/or weekends as needed. Computer skills are required in Windows, Microsoft Word and Excel. Position is full time, requiring excellent attendance and punctuality.

### *1. Education and/or Experience*

Bachelor's degree or equivalent in related field is required. Position requires minimum of three years related experience in the Food, Beverage, Dairy and/or Wine Industry. Supervisory experience is

required. Must have HACCP training and certification. Additional Food Safety experience is desirable, such as SQF, GFSI, and FSMA.

**2. *Language Skills***

Read, analyze, and interpret periodicals, professional journals, technical procedures, and government regulations. Write reports, business correspondence, and procedure manuals. Effectively communicate and respond to laboratory staff, managers, clients, and customers.

**3. *Mathematical Skills***

Calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Apply concepts of basic algebra and geometry.

**4. *Reasoning Ability***

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Define problems, collect data, establish facts, and draw valid conclusions.

**5. *Other Requirements***

Intermediate or higher level of experience with word processing and spreadsheet applications. Intermediate or higher level of experience with Internet search engines. Typing speed of 40 words per minute or more and ten-key by touch.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions 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 sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to talk and hear. Specific vision abilities required by this job include close vision

**The company reserves the right, at any time, with or without notice, to modify or change this job description, reassign or transfer the employee to another position, or assign additional job responsibilities.**