



Job Description

JOB TITLE	Quality Controller
COST CENTRE	
REPORTS TO	Technical and Quality Manager
DIRECT REPORTS	N/A
DEPUTY	Quality and Technical Manager
COMPETENCY FRAMEWORK LEVEL	CL2
HOURS OF WORK	40 hours per week

BRIEF DESCRIPTION

The Quality Controller will be responsible for ensuring all product is inspected to Mudwalls and customer specifications, is safe, and documented accordingly. All non-compliances to be reported immediately.

ROLES AND RESPONSIBILITIES

- To be aware of all current specifications.
- To inspect samples of all products against the specifications at intake.
- To inspect samples of all finished product against the specifications before dispatch.
- To inspect samples of documentation completed when producing finished products. E.G. Production sheets, label check sheets, weight check sheets etc.
- To complete all documentation fully and correctly in line with the Quality Management System.
- To complete calibration verification checks on all equipment used.
- To complete equipment condition checks on all equipment used.
- To complete a monthly glass and hard plastic check.
- To collect, record and monitor shelf-life samples from the previous days production and from held stock.
- To carry out any specific condition monitoring tasks as requested by customer or the Technical & Quality Manager.
- To organise collection of any samples requested by the Technical & Quality Manager.
- To complete GMP and internal audits of the Mudwalls site.
- To complete any Quality related admin as requested by the Technical & Quality Manager.
- To undertake any other Quality tasks as outlined in the Quality Management System.
- To complete any other tasks as outlined by the Technical & Quality Manager or the business.
- Suggest and discuss any modifications on operational and business processes.

KEY ACCOUNTABILITIES AND MEASURES

To be defined



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SKILLS / EXPERIENCE

ESSENTIAL CRITERIA
Demonstrable compliance with all relevant elements of the Mudwalls competency framework – CL3 (Attached to this Role Profile). As a behaviour driven business our competency framework is heavily behaviour weighted. We believe that if we demonstrate these proven behaviours in our day to day work, we will continue to develop into an even more successful business. Please see attached framework for the behaviours we believe relate to effective performance of this role within our business.

CORE VALUES	
Teamwork - We are a fluid and flexible business. Everyone on site is an active part of our success. We like to develop our own people and support each other in achieving this. Our business succeeds best when we are closely aligned with our customers. Relationships matter to us and are built on mutual understanding and trust.	Teamwork - We are a fluid and flexible business. Everyone on site is an active part of our success. We like to develop our own people and support each other in achieving this. Our business succeeds best when we are closely aligned with our customers. Relationships matter to us and are built on mutual understanding and trust.
Quality - We have detailed experience across the food industry, and we are a business built on innovation. Our control and ownership of the integrated supply chain ensure quality in everything we do. We work at every stage throughout the supply chain to ensure our practices are ethical, responsible and of the highest standard.	Quality - We have detailed experience across the food industry, and we are a business built on innovation. Our control and ownership of the integrated supply chain ensure quality in everything we do. We work at every stage throughout the supply chain to ensure our practices are ethical, responsible and of the highest standard.

MISSION STATEMENT
To be recognised as a supplier of quality fresh produce and fine foods built on a foundation of trusted provenance, fairness to our supply chain and offering value to customers; in a way that is honest, straightforward and ethical.

I have read and understood my Job Description and the relevant Career Level Framework for my role and development.

NAME _____

SIGN _____

DATE _____