



Manager – Corporate Quality Assurance – Manitowoc, WI

GENERAL SUMMARY:

The Manager Corporate Quality Assurance will be responsible for coordinating the quality evaluation activities related to Lakeside production, purchase products and competitor products. This individual will also coordinate customer label review, sales sample activities, customer product approvals and customer complaint resolution. Additionally, the individual holding this position will be responsible for maintaining the contents of the Quality Program Manual and coordinating Quality Systems Manual input. This individual will also provide training, conduct audits, provide technical service to customers and assist with department projects.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

Job Responsibilities will include but are not limited to:

- Coordinating product grading activities.
- Coordinating the quality evaluation activities of purchased products and materials.
- Assuring the Quality Program Manual is complete and current.
- Coordinating competitor product quality evaluation and reports results.
- Writing and updating commodity specifications.
- Writing and maintaining purchase product specifications.
- Coordinating label review and approval activities.
- Participating in corporate lot grading process.
- Conducting quality system verification audits.
- Participating in complaint and quality failure follow up activities.
- Assisting with the customer lot approval process.
- Providing training assistance to plant quality assurance.
- Coordinating sales sample activities as needed.
- Recall Coordinator
- Also assisting in accomplishing the following:
 1. Plant and warehouse sanitation and procedure compliance.
 2. Complaint follow-up and reporting.
 3. Coordination of customer lot set aside programs and customer product evaluations.
 4. Corporate lot grading.
 5. Purchase material quality assurance.
 6. Maintenance of customer grades in the computer.
 7. Communication of quality and technology issues.
 8. Competitor product evaluations.
 9. Contract production quality procedure audits.
 10. Coordinate variety quality evaluation and reports results.
 11. Recall Coordinator

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge and Experience

- Bachelor of Science Degree in Food Science or related field or equivalent work experience is required. Three years of relevant job experience is preferred.

General Skills and Abilities:

- Understanding of and commitment to quality.
- Teamwork.
- People oriented communication skills.
- Company loyalty.
- Cost awareness.
- PC knowledge.

TEAMWORK AT LAKESIDE (TAL):

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole.
- Fully participate in TAL by “living” Lakeside’s Promise to Each Other and being a member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges. Pro-actively create an environment that clearly encourages the spirit of TAL in all areas of responsibility.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Most work is conducted in a normal office environment. However, this position requires regular visits to the company’s production and packaging facilities, which are typical of food manufacturing, and may include exposure to heat and humidity, moisture, slippery conditions and so forth.
- The work may include general laboratory work consisting of physical, chemical and microbiological testing.
- Trips to the plants, and occasional travel to other destinations are by auto, company plane or public transportation and requires the capability of independent travel.

This position will pay a wage negotiable based upon knowledge, experience, skill, and work ethic. This position also includes a full benefit package.

Interested applicants should contact:

Lakeside Foods, Inc.
Attn: Director of Human Resources
808 Hamilton St
P.O. Box 1327
Manitowoc, WI 54220
or e-mail: lakeside@lakesidefoods.com