



# City Brewing Company, LLC

## JOB DESCRIPTION

Job Title: Assistant Quality Assurance Manager  
 Department: Quality Assurance  
 Reports to: Quality Assurance Manager  
 Job Band: B4

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 Prepared Date: September 2013  
 Approved By:  
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 Revised By: Jamie Schnick

## POSITION SUMMARY

The Assistant Quality Assurance Manager is responsible for the efficient operation of the Quality Assurance department under the guidance of the site Quality Assurance Manager. The QA department provides support to outside customers and to internal production departments to assure that plant output meets required specifications in accordance with the principles of HACCP, food safety, and good manufacturing practice.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the guidance of and in partnership with the Quality Assurance Manager, the Assistant Quality Assurance manager is responsible for the following:

- Effectively manage a staff of exempt/non-exempt personnel to ensure a cost effective allocation of departmental labor.
- Effectively develop and manage a program to monitor output of the various stages of the production process, including record keeping and timely communication of results.
- Codify, update, and communicate internal and customer quality specifications in a comprehensive and readily accessible form.
- Assist production departments in troubleshooting causes for deviations from specifications.
- Communicate directly with customers regarding quality issues and help ensure that customer expectations regarding samples and record keeping are met.
- Effectively provide departments with results of regular monitoring microbiological results and GMP compliance.
- Communicate effectively with other Department Heads regarding the quality of their output.
- Assist in the establishment of specifications.
- Assist other department heads in meeting requirements of Continuous Improvement and standards of Good Manufacturing Practice.
- Ensure that departmental practice meets Occupational Health and Safety requirements.
- Provide for staff and personal training as needed in a learning organization, and assist in meeting the quality training demands of other departments.
- Prepare and monitor departmental capital projects.

This position description is intended to guide the activities of the Assistant Quality Assurance Manager. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

## QUALIFICATIONS

- Previous supervisory/management experience, preferably in the beverage industry.
- Degree qualification in Food science or in a related science discipline (Chemistry, Microbiology, Biology, Engineering, etc.) or equivalent work experience and/or professional certifications.

- Excellent written and oral communication skills.
- Ability to lead and inspire the Quality team
- Ability to work effectively in a team-centered environment.
- Ability to prioritize and organize a wide variety of tasks, both personally and for the department.
- Strong working knowledge of the basic principles of HACCP, Food safety and Food Defense, and the principles of Good Manufacturing Practice.
- Strong working knowledge of Brewing, Blending, Packaging, and Warehousing.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements in close vision and the ability to adjust focus.

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Employee Signature

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Date