



# City Brewing Company, LLC

## JOB DESCRIPTION

Job Title: Quality Assurance Supervisor  
Department: Quality Assurance  
Reports to: Quality Assurance Manager  
Job Band: B3 - Supervisors

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Prepared Date: February 26, 2018  
Revision Date: June 21, 2019

## POSITION SUMMARY

The Quality Assurance Supervisor is responsible for the efficient shift operations of the Quality Assurance laboratories. This position oversees the activities of hourly technicians and assists the Quality Assurance Manager in general department needs.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all functions of the Packaging and Analytical labs during the shift.
- Review product analysis and deviations from specifications. Investigate root cause and issue corrective actions as necessary.
- Coordinate employee training in conjunction with QA manager, and other QA supervisors.
- Coach team members on quality checks and monitor/address check completion levels.
- Initiate personnel actions such as performance evaluations and disciplinary measures.
- Be available to assigned shift, in conjunction with QA manager, to assist in trouble shooting issues as they arise
- Assist production departments in troubleshooting causes for deviations from specifications.
- Communicate with operations departments throughout the shift to ensure adherence to quality standards.
- Communicate directly with customers as needed and ensure that customer expectations regarding samples and record keeping are met.
- Maintain documentation such as electronic data, laboratory notebooks, laboratory software and standard operating procedures.
- Ensure compliance with Internal, Federal, State and local guidelines and regulations including GMP, HACCP, OSHA, FDA and TTB.
- Facilitate continuous improvement quality efforts within business units in the brewery by providing expertise with regards to quality processes.
- Other duties as assigned by Management.

## QUALIFICATIONS

- Bachelor of Science degree in an applicable science (Biology, Food Science, Chemistry, etc.) or equivalent work experience is required.
- Minimum of 2 years of practical, hands-on brewery, production, or laboratory work is preferred.
- Knowledge of HACCP and GMP's, federal and state regulations concerning sanitary/food manufacturing operations.
- Experience in a quality department in a food manufacturing, brewing, or processing environment is preferred.
- Possess excellent communication, planning and multi-tasking skills.
- Strong computer skills, including Microsoft Office Suite.
- Strong leadership and team skills.
- Good judgment, reasoning skills and the willingness to learn.

This position description is intended to guide the activities of the Quality Assurance Supervisor. 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.

COMPETENCIES

- Attention to Detail
- Commitment to Task
- Communication
- Customer Focus
- Decision Making and Problem Solving
- Energizing Others
- Initiative
- Leadership
- Policies, Process and Procedures
- Quality

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