



Quality Assurance Coordinator

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Quality Assurance Coordinator at our Latrobe, PA facility. This position is responsible for QA Coordinator duties as well as the TTB Compliance program as it pertains to the QA department and Microbiology lab coverage as needed.

RESPONSIBILITIES include:

Responsibilities are to document and monitor compliance with the quality assurance program including but not limited to: Hold Reporting/Hold Auditing, Routine and non-routine sample shipping, Lab data review, entry into various reporting systems and reporting directly to customer quality groups. Continuous improvement within various departments as it pertains to quality will be part of the position. The schedule is 1st shift unless there is a requirement for microbiology or other lab coverage. Weekends and holidays will be expected in order to finish any incomplete tasks or to support the quality department in daily duties or additional projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Facilitate continuous improvement quality efforts within business units in the brewery by providing expertise with regards to quality processes.
- Facilitate the set up and monitoring of critical to quality areas of new brewing, batching, or packaging equipment.
- TTB Compliance daily duties: Verify Certificates of Analysis, batch sheet corrections, completion and filing of compliance packets.
- Assist in training of new Packaging personnel in packaging check sheets.
- Assist in training of new QA personnel on packaging lines, inspection equipment and troubleshooting, SOPs, and analytical lab.
- Coach team members on quality checks and monitor/address check completion levels.
- Data gathering and submission to customers as well as the sample shipment and retain program.
- Setup of new products and product changes in quality systems; communicate with all appropriate departments regarding customer and internal quality requirements.
- Handle special requests made by customers in regards to data gathering, sample submission, and other related special requests.
- Report non-conformances to the appropriate department personnel and investigate as needed.

- Assist with out-of-specification and hold situations; coordinate and perform audits of hold product; investigate other product/ingredient issues as needed; help to maintain internal and external customer hold report systems.
- Maintain, clean, and sanitize microbiology laboratory and equipment as needed.
- Prepare media, diluents, and other microbiological materials as needed.
- Determine dead cell numbers, pitching rates and percent solids in yeast samples.
- Perform microbiological analysis as needed on the following: package product, government cellar tanks, government cellar filter system, selected incoming raw materials, wort lines, fermenting tanks, ruh tanks, neutral malt base process, water supplies, packaging process areas, sugar tanks
- Other duties as assigned.
- Be available to the QA Manager for other projects including but not limited to laboratory assistance, auditing and QA data analysis as needed.

This position description is intended to guide routine activities but 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:

- Bachelor of Science degree from an accredited college in microbiology, chemistry, biology, related science discipline or equivalent industry experience/education.
- Experience in a quality department in food manufacturing, brewing or processing environment including interactions with customers/vendors is preferred.
- Excellent written and verbal communication skills. Proficient in Microsoft Office software (Word, Excel, Outlook, PowerPoint).
- Effective analytical, problem solving, administrative and organizational skills.
- All applicants must have excellent problem solving and communication skills.

City Brewing Company provides a competitive wage and benefit package which includes: Health, Life, Dental and Short/Long Term Disability Insurance; Section 125; 401(k); and more. Position will remain open until filled.

If you are interested in joining our team, please visit our website at www.citybrewery.com to apply online or forward your resume to:

City Brewing Company
100 33rd Street
Latrobe, PA 15650

Email to: jobs@citybrewery.com, subject line Quality Assurance Coordinator-Latrobe