



## **Smashburger**

**Date:** 2/16/10

### **POSITION DESCRIPTION**

**TITLE:** Quality Assurance Manager

**DEPARTMENT:** Purchasing

**REPORTS TO:** Director of Procurement & Supply Chain

### **PRINCIPAL FUNCTION:**

To manage the implementation and maintenance for Food Safety and Quality Assurance processes for Smashburger. To provide on-going assurance that Smashburger food products and food safety practices conform to our standards and specifications. Within food safety/quality programs and policies, the QA manager will assure compliance with USDA and FDA regulations, Sanitary Standard Operating Procedures, Good Manufacturing Practices, HACCP, and other related, applicable food safety guidelines and regulations.

### **PRINCIPAL RESPONSIBILITIES:**

1. Perform vendor food safety and product quality audits.
2. Manage and Direct Smashburger's third party vendor food safety auditing program.
3. Provide the guidance and assistance to Smashburger restaurants to meet food safety regulations and eliminate/minimize potential food safety risks.
4. Work with vendors to enhance food products related to quality, cost, labor efficiencies, and nutrition.
5. Manage the nutritional and allergen programs. Answer inquiries. Maintain databases.
6. Work with regulatory agencies to enhance Smashburger's restaurant food safety program for the prevention of foodborne illness and Brand protection.
7. Assist the Purchasing Team with product recalls.

8. Investigate/resolve product quality issues. Work with vendors to achieve compliance with Smashburger product specifications.
9. Evaluate Smashburger's food products for compliance with our specifications.
10. Manage pertinent vendor information (example: animal welfare and humane handling, 3<sup>rd</sup> party audits, COIs, COAs).
11. Assist the the R & D Team with product development and the development of Smashburger product specifications.
12. Manage product testing programs for compliance with product specification.
13. Monitor for industry food safety threats, such as product recalls, foodborne illness outbreaks, regulatory activities, etc that may impact the Smashburger brand and communicate threats..

## **SKILLS REQUIRED**

1. Minimum 5 years experience working in a food manufacturing environment in quality assurance or similar.
2. College degree with technical background in Food Science, Biology, or similar; or proven experience commensurate with the principal responsibilities.
3. Excellent interpersonal communications (verbal and written)
4. Working knowledge of HACCP, SSOPs, GMPs, and USDA, FDA and all other applicable State and Local health and food safety codes
5. Ability to investigate product and food safety complaints, outbreaks and interface with regulatory authorities.
6. Ability to get along well with different people in various departments
7. Be able to meet deadlines
8. Be able to use resources available to seek knowledge
9. Ability to travel, up to 40%.