**Job Description**

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| **Job Title:** TECHNICAL ASSISTANT  **Reporting To:**TECHNICAL MANAGER  **Job Purpose:**The Technical assistant will assist the Technical Manager to ensure that the BRCGS standard, legislative and customer requirements are met and maintained at all times and records updated as and when required. Assist the tracking of technical documentation and carryout the quality measurements. It is expected that the Technical Assistant will be familiar with or will have functioned previously within a Quality/Technical environment. |
| **Main Responsibilities:**   * Ensure all CCP’S are correctly controlled and maintained. * Complete all QA compliance checks. * Advise operatives of any quality issues or requirements according to the company’s guidelines. * Ensure technical standards are maintained and items are linked to the correct documentation. * Internal auditing including traceability, GMP, Hygiene, GHP, etc * Use of supply chain and Team viewer software. * Daily sensory and incubator testing. * Assist with the approval of new and existing suppliers and/or raw materials. * Sample collection for microbiological and analytical testing. * Review and trend microbiological results and ATP on a continual basis to ensure that required standards are achieved. * Assist with customer & 3rd party audits on site. * Assist with the investigation of customer complaints to bring about ongoing improvements and corrective action. * Work with the Management Team to assist in problem solving and implementation of corrective actions. * Liaise with suppliers on technical, microbiological and quality related issues where necessary. * To undertake training as required to maintain their role as legislation, retailer COPs are updated. * Any other duties required by the Technical manager for which they are suitably trained. |

**PERSON SPECIFICATION**

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| **Job Title: Technical Assistant**   |  |  |  | | --- | --- | --- | | *Criteria* | *Essential* | *Desirable* | | Knowledge | * Understanding of food safety * Understanding of HACCP * Applicants must have a minimum of 5 GCSE’s or their equivalent to include; Mathematics, English and a science subject. * Applicants must have a full driving licence. | * 3rd level qualification in food or related subject. * Level 3 Hygiene. * Level 3 HACCP. * Knowledge of current BRCGS standard and the various quality standards and procedures set by the major multiples. | | Relevant Experience | * Applicants must have some experience within a technical role preferably QA or QC in food manufacturing. | * 2 years experience within a food production or other applicable environment. | | Skills & Competencies | * Applicants must be computer literate, have good communication skills, a good level of English (both written and spoken), have good interpersonal skills, be able to work with all levels of management and carry out their work using their own initiative. | * Use of supply chain software. * Internal auditing. | | Circumstances | * Available for shift work | * Flexible working hours as required. | |
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