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| Title: Quality Assurance Manager/SQF Practitioner | Document ID #: 170607JK01 |
| Approval: James C. Keliehor, P.E. | Date Issued: Tuesday, February 08, 2015 |
| Issued By: James C. Keliehor, P.E. | Supersedes: Initial |
| Authorized for Use At: Cheesemakers, Inc | |

| Reviewed By | Date | Description of Change |
|-------------------|--------|---|
| James C. Keliehor | 6/5/17 | Updated to include the duties of SQF Practitioner |

Quality Assurance Manager – SQF Practitioner Cheesemakers, Inc.

This position oversees all operations of the company and ensures accuracy and timeliness of all job functions.

QA Duties:

- Build team with Production and Warehouse Supervisors, Accounts Receivable, Accounts Payable, Customer Service and existing employees to accomplish all goals of Quality Assurance and Production Department.
- Audit Preparation and Completion
 - Silliker Small Manufacturer Audit Certification Completed
 - SQF Audit Level II Certification Completion
- Employee and Production Schedule. Monitoring hours to stick to set schedule.
- Coordinate, develop, implement, revise and update, verify that policies and practices relating to the CMI Certified Food Safety System.
- Conduct HACCP team meetings.
- Update HACCP system.
- Conduct Mock Recalls.
- Revise, validate and log changes to Food Safety Fundamentals (GMP or Prerequisite Programs) and Food Safety (HACCP) Plans that have an impact on CMI's ability as well as Suppliers' ability to deliver safe, quality food.
- Complete Food Safety System reviews and report to Senior Management as per the Certified Food Safety System outline
- Work with management to schedule and conduct quarterly internal audits. Report results to Plant Management and Senior Management
- Complete records and on-site verifications as outlined in Programs
- Verify programs and personnel performing tasks where applicable
- Train employees on program content and requirements where necessary, both in English and Spanish.
- Re-train when deviations to SOP's are observed.
- Stay abreast of and report to Senior Management on Government Regulations with respect to Programs and Projects where applicable
- Stay abreast of all reviews and reasons for amending documents, validations and changes to the Certified Food Safety System
- Responsible for Supplier Food Safety Assessments,
- Keeping all Approved Supplier Registry Files updated.
- Verify that all the documentation, reports, and records for Food Safety, Quality, HACCP, and Food Defense procedures are complete and as required.
- Verify cleaning and sanitation in accordance with the SSOP's
- Good Manufacturing Practices.
- Physical Audit preparation = Plant capable of physically passing the Audit.
- Fill out Company forms and logs daily in accordance with the SOP's
- On call weekends as in a rotate schedule.
- Other task and duties as needed

Duties:

- Build team with existing employees to accomplish all goals.



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- TEACH AND TRAIN
- Audit Preparation and Completion
 - Silliker Small Manufacturer Audit Certification Completed
 - SQF Audit Level II Certification Completion
 - SQF Audit Level III Certification Completion
- Backing up Order Processing
- Shipping and Receiving
 - Product
 - Equipment
 - Materials and Supplies
 - Expediting and tracking all inbound freight (sometimes receiving on weekends)
 - Assist in selling, crating, and loading surplus equipment
- Inventory Control
 - FIFO (First In – First Out)
 - Organized
 - Defective Product credit memo
 - Production
 - Physical Inventory
 - Box
 - Product
 - Bags
 - Advance Metal Detection, 1200 Conveyor Metal Detector
- Maintenance
 - Organization (all work areas and maintenance room – Label new Parts Shelf and Take Inventory as you showed me on Sara Lee Presentation)
 - Warehouse
 - Weight Scale Maintenance and Calibration
 - Manual Sealer and Heat gun
 - Date Guns
 - Advanced Metal Detection Metal Detector with Conveyor
 - Lid Maker
 - Pallet Jack – Manual
 - Pallet Jack – Motorized
 - Picker Unit – Walk Behind Motorized
 - Septic System – Waste Water Grease Trap, Lift Station, Aerobic System with Sprinklers
 - Water Well System
 - Hot water system
 - Light plumbing
 - Laundry Room
 - Filtration
 - Chlorination
 - Ground Maintenance Equipment
 - Blower
 - Weed Eater
 - Pressure Washer
 - Lawn Mower



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- Company Vehicles
- Refrigeration Systems
 - Big Cooler – 50 ft. x 60 ft. x 14 ft. Tall
 - Process Cooler – 15 ft. x 40 ft. x 8 ft.
- Production Room Equipment
 - Dual Chamber Ultra Vac, Vacuum packer with gas flush
 - Multi Vac Horizontal Roll Stock packing machine, with single, dual, triple, and nine pocket with gas flush
 - Pneumatic Cheese Cutter
 - V-Meg Robot 500 Portioner with Guillotine Chopper and Take away Conveyor
 - Manual Cheese Slicer
 - Hobart 5300 Mixer Grinder
 - Scales
 - Stainless Tables
- Pest Control
- Security and Environmental Alarm System (rotation schedule for on call weekends)
- Emergency Generator for Power Outage
- Information technology (IT)
 - Phone Systems
 - Computer Network System
- Clean and Sanitize in accordance with the SSOP's
- Good Manufacturing Practices.
- Physical Audit preparation = Plant capable of physically passing the Audit.
- Fill out Company forms and logs daily in accordance with the SOP's
- Operation and maintenance of Forklift and Pallet Jack
- On call as needed
 - Security Alarms
 - Unloading trucks
 - Equipment malfunctions
- Other task and duties as needed

Requirements:

- 3-5 years' experience in Food Sanitation, Production, Quality and Maintenance
- Valid Texas Driver's license
- Legal to Work in the USA
- Live within 30 min. drive to plant
- College Degree from Accredited (4) Year College Degree. Prefer BS Degree in Food Science or have Equivalent work experience
- SQF Practitioner Training and HACCP Training = Must be Certified as a SQF Level III Practitioner
- Knowledgeable on computer systems and software (MS Office – Excel, Word, Outlook, PowerPoint, etc.)
- Mechanically inclined or capable of creating systems to maintain equipment
- Extremely organized, with the ability to track multiple activities involving numerous details
- Must have and use Day Timer (Task Management ACT! CRM Database) Task & Time Management system approved by James C. Keliehor,P.E.
- Must have good communication



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- Outstanding problem solving skills and good judgment in dealing with competing priorities
- Experience and knowledgeable level of inventory management
- Knowledgeable of warehouse shipping and receiving procedures
- Sanitation experience
- Knowledge of foodservice operation and sanitation
- Clean Record
- Punctual, Good attitude, and Goal oriented
- Honest, Common sense, and Sense of Urgency
- Capability to work in 36 degree environment
- Capability to stand for long periods of time and lift up to 50 lbs
- Ability to lift up to 75 pounds
- Works well under pressure
- Team worker
- Staying focused and on task
- Pass a Drug Test and Criminal Background Check
- Random drug screens are conducted
- NO SHOW, NO CALL, NO JOB
- Must always call James if you will miss a day. Cell: 713-545-7798
- Close Campus – Must Eat lunch at Plant – Make sure office rotates for lunch to answer the phone and man the receiving window.
- Stager lunches (there must always be someone in the cooler to load or unload trucks)
- If you do not know always ask questions
- Sanitation is mandatory
- Minimal PERSONAL CELL PHONE DURING OPERATION HOURS – NO PERSONAL CAMERAS.

Day to day weekly task that is existing currently does:

- Daily - make sure all paperwork is complete [daily, weekly, monthly]
- Daily on site to manage while plant workers are on site.
- Daily - make progress on gap analysis on one drive.
- Daily – Monitor Overtime on Time Clock.
- Weekly - worker production schedule (1 hr)
- Weekly - who works when - schedule labor
- Weekly pest inspection on inside pest traps (30 min)
- Weekly Water well chlorine test - fill up chlorine reservoir for metering pump.
- Weekly training of all workers [sanitation plus safety plus merit raises]
- Weekly (Monday) load blue bags into process cooler ready for Thursday with 20 mixer batches [(6) wet 33 lb blue no salt catch weight must weight each bag & (2) 20 lb dry clear with salt =>6 bags x 33 bags x 0.008 salt = 1.58 salt]
- Weekly (Thursday) micro manage quality during production and pre op sanitations (all day).
- Monthly 1st of month - water sample to Nova lab
- Monthly 1st of months- water gallons on meter input to our spreadsheet on lone star ground water on line website.
- Monthly on call duty for weekend for plant security and temp problems - meet refrigeration Contractor to fix problem.



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Teach and help others how with task. Stay Positive about the company and participate in new projects to help the company prosper.

Employees will start on a 90 day contract probationary position. Beginning pay rate will remain for the first 30 days. Employee review will be taken at the end of 90 days based on employee performance. The review will be a determination of permanent full time employment and a potential for increase. Annual reviews will be assessed therefore following. Additional reviews maybe completed at the supervisors discretion at any time. Reviews are given to determine the success of the employee.

Work days are Monday through Friday 7 am to Finished, and on call as needed. All employees participate in closed campus lunches; all employees are to eat lunch on the premises. Weekends will be required if special maintenance or sanitation is required.

Employee will receive Blue Cross Blue Shield Health Insurance. We can calculate the payment for your additional family members.

Employee will be provided with paid benefits after 90 days. As well as paid vacation and sick time after one year employment. Full time employees earn paid vacation up to a maximum of five days based on your employment anniversary date. (Vacation cannot be taken if crew not trained and supervisor in place. No more than 5 days in a row. Must have approval from Manager)

1st Year Compensation:

Starting Base Salary on Contract to hire =

- Base Salary = Prove Yourself = Plant Manager in Training = \$ _____ – Will be required to work more than 40 HRS per Week to complete projects and on call weekends.
- SQF Audit Level II Documented = Bonus = \$ _____ upon Completion.
- Year End Company Performance Profit Bonus = _____

Total Compensation for Year One = \$ _____ in first year if you can get audit finished

Employee: _____

Date: _____

Supervisor:  _____

Date: _____

James C. Keliehor, P.E.