

## **Job Description**

<b>Job title</b>	QA Executive
<b>Job level</b>	Executive
<b>Department</b>	Central Kitchen / Outlets
<b>Location</b>	North
<b>Reporting to</b>	Production Head Chef

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| <b>Overall Job Objectives</b> | <ul style="list-style-type: none"><li>• Ensure food produced and delivered to customers by Central Kitchen is safe and fit for consumption as well as of good quality.</li><li>• Provide effective and efficient technical support services to support its business growth and operations.</li></ul> |
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| <b>Core Responsibilities</b> | <ul style="list-style-type: none"><li>• Undertake the full spectrum of quality assurance function: Raw material checks, processing check, quality control and critical control points check, final product verification.</li><li>• Ensure hygiene and cleanliness of premises and food processing facilities are of high standards.</li><li>• Support Purchasing and Production in terms of sourcing new equipment / ingredients / new services.</li><li>• Identify the needs for training of staff in terms of food hygiene and safety.</li><li>• Identify the needs for improvement of facilities for food processing from quality control or safety aspects.</li><li>• Brief and train staff on the job regarding the personal / food hygiene and safety aspects.</li><li>• Monitor HACCP and ISO 22000 as well as Halal implementation.</li><li>• Update all HACCP, ISO 22000 and Halal documents.</li><li>• Perform inspection on outlet kitchens according to the SFA and</li></ul> |
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NEA hygiene standards and ensure hygiene and cleanliness are of high standards at all times.

- Liaise with SFA, AVA, NEA, third party auditor(s) for food safety and quality matters.
- Any other appropriate duties and responsibilities as assigned.

### **Job Specifications**

- A Diploma or Degree in Food science & technology or related discipline
- Working experience in F&B quality control or quality assurance area is preferred.
- Strong communication, writing and inter-personal skills.
- Good analytical skill and meticulous nature.
- Ability to multi-task and work under pressure.

### **Key Performance Expectations**

- To ensure timely response to any quality or safety issues or problems arising.
- To ensure good quality production with every product meeting food safety and the customers' satisfaction.
- To enforce food safety requirements and meet the necessary authority and standards requirements.
- Compliance with all audit requirements by relevant regulatory and certification bodies.
- Accurate food safety and quality records and documents keeping.
- Effective food safety training for production staff.