



130 Fernstaff Court
Concord, Ontario L4K 3L8

www.canadaubm.com

Position: Quality Control Technician

Reports To: QA/QC Manager

Duties & Responsibilities: Perform a variety of operational functions encompassing the production, inspection and distribution of products:

- Accountable for product quality by conducting regular checks as per procedure and educating production personnel on product quality standards (if needed)
- Accountable for ingredient and packaging including labels meeting specifications prior to use in production
- Responsible for completion of quality and food safety records including critical control points (CCP)
- Perform sampling and analyses pertaining with HACCP and SQF programs
- Responsible for checking quality parameters (shape, size, weight, count etc.)
- Responsible for food safety within the facility
- Responsible to follow UBM quality and food safety standards
- Performs audits to assure compliance to GMP and company standards
- Responsible for reporting all deviations to management in a timely manner and implementation of recommended corrective actions
- Collaborate with production team to monitor all work according to required quality system and evaluate all standard operating procedures and execute all compliance systems to ensure effectiveness of all programs
- Maintain and update all production records and evaluate all procedures and monitor all new regulations of organization
- Perform tests on all production batches and releases and put noncompliance material on HOLD
- Perform other duties as assigned
- Accomplishes all tasks as appropriately assigned or requested for successful completion of the mission of United Bakery Manufacturers Inc.

Qualifications:

- Post -Secondary Qualification preferably in food manufacturing.
- HACCP certification
- Strong computer experience (MS Office-Excel, Word, Outlook)

Language Skills:

- Ability to read, analyze and interpret the most documents relating to the job, function or assignment

Experience:

- 2-4 years quality assurance experience in food manufacturing is a must
- Ability to work in a team oriented environment
- Ability to work independently for majority of the day
- Continuous learner, highly analytical, with good conceptual and critical thinking skills
- Working knowledge of computer programs
- Experience working in fast paced environment
- Strong written and verbal communication skills
- Standing and walking for long periods.