

Who We Are:

Reliable Products is a third-generation family-owned company since 1973. Our fundamental approach to business is ethical conduct, long-term relationships with our customers, premium quality bakery and Organic ingredients, and always exceeding the expectations of our customers.

For our bakery clients we are a direct source for their bakery ingredients' needs. For a number of years, we have provided the best quality and competitive pricing for our customers. We take care of our customers and vendors like family. We, at Reliable Products, go the extra mile to satisfy our customers in every way possible. Market information is the key to our business, so we provide regular market updates to our customers to enable them to make better decisions and stay competitive in the marketplace. Reliable Products Inc is an industry leader in providing quality food ingredients. As a premier ingredient supplier, we strive to help our customers to produce the best quality ingredients to make their final product. We are seeking a highly motivated, responsible, hard-working and passionate individual to join our Sales Team. This position will be responsible for providing outstanding customer service while managing a group of accounts, negotiating prices and terms of the contracts and collaborating internally to meet both company and customer needs.

We currently have an exciting opportunity available for a Food Safety and QA Technician.

The Food Safety and Quality Technician is responsible for overseeing and administering the Quality Assurance program at Reliable Products | PureFarms Organic Company. As a QA Technician he/she shall provide knowledge, oversight, implement programs and guidance to the leadership team to help the company to create HACCP, Food Safety, plans and programs and achieve BRC standards and certificates for the company. He/she will ensure Company programs, policies and practices adhere to the HACCP, BRC code and result in safe quality foods that meet regulatory agencies, company and customer requirements. He/she will work Monday-Friday, occasional weekends and/or evenings and travel infrequently to meet business needs.

Summary of Key Responsibilities:

- Involved in Food ingredients cleaning/blending/Toasting manufacturing and distribution supply chain process.
- Analyzes distributor and food supplier quality management systems as it relates to handling and movement of high-risk food products and ingredients throughout the logistics chain.
- This person will create, maintain and implement HACCP Plan, Food Safety plan and Standards, Sanitation plan Standards, GMP, Organic plan and Standards, FDA standards, Kosher, Allergen plan and standards, Traceability program, policies and procedures for the company.
- Work toward achieving HACCP, Food Safety and BRC standards and certification for the company.
- Communicates effectively to provide internal customers with appropriate awareness and knowledge of quality assurance standards, requirements, program updates and process changes.
- Maintain pest control logs.

- Work closely with the production crew daily to maintain HACCP, Food Safety, GMP, and Sanitation standards are followed in the process.
- Work with third party labs for Microbiological Testing of pre-shipment lot samples and for all incoming and outgoing products.
- Develop ingredient statements and possibly Nutritional labeling.
- Work on new product development.
- Create, implement and maintain Supplier Qualification process.
- Create, implement and maintain MSDS document.
- Create, implement and maintain Product Recall program.
- Work with customer complaints and supplying customers with all the necessary documents to approve us as their vendors.
- Create, implement and maintain Raw Material Program. Conduct QA tests on incoming and in-process materials, outgoing products, packing suppliers etc.
- Communicate proactively with customers and suppliers regarding product quality, testing procedures, customer specifications, etc.
- Create, implement and maintain Transportation and storage programs for all ingredients.
- Create, implement and maintain Equipment and Utensils Program.
- Create, implement and maintain Glass and Brittle Plastics Program.
- Create Implement and maintain Personnel Practices Program.
- Create, implement and maintain Personnel Hygiene Program.
- Create, implement and maintain the Finished Product Program.
- Create, Implement and maintain Gluten Free Program.
- Perform continuous internal Audit on a regular basis for maintaining all the programs.
- Create, implement and maintain Employee Training Program and manual.
- Regularly report on BRC and Food Safety, HACCP certification and maintenance activities.
- Research and provide recommendations for solving customer complaints and in-house quality issues.
- Communicate pro-actively with purchasing, operations, and management team with respect to materials testing results, material release, and material hold recommendations.
- Monitor facilities' internal and external environments to ensure compliance with regulatory and Company expectations.
- Conduct all products, equipment, environment, facility, pest and other inspections within expectations for frequency, thoroughness, adherence to quality, documentation, etc. This includes adherence to FDA, SQF, HACCP, SSOP, and GMP requirements.
- Review, track, administer and report on quality-related documentation to ensure traceability, performance, compliance and accuracy.
- Conduct training related to Safe Quality Food Policies, QA, GMP, HACCP, BRC and other related requirements and/or subjects in the food industry.
- Maintain and provide testing certifications as requested.
- Coordinate 3rd party audits, including audits to maintain Organic and Kosher certifications.
- Conduct monthly Food Safety Committee meetings.

- Coordinate testing requirements and services with off-site laboratories.
- Maintain QA equipment, calibration, supplies and cleanliness.
- Approve ingredients from suppliers with continuous updated review of documentation.
- Oversee Document Control function to ensure timely, accurate and effective specifications and labels are available as needed.
- Maintain quality control and document control databases.
- Supervise and prioritize work, guide and mentor direct staff.
- Provide regular performance feedback and coaching.
- Write and deliver annual reviews.
- Hire, train and develop staff.
- Portion of your work will involve the R&D of the product on the production side and creating and maintaining R&D data for existing and new ingredient products.
- Verified production quality meets specification, lot code, label and ingredients quality.
- Works with production team and QA to observe the metal detector logs and food safety logs are being filled out correctly daily.
- Conducts frequent internal plant inspections to verify that team members are following plant GMP's, Pre-ops, master sanitation schedules, label controls, allergens segregation, critical performance etc. and support to correct any out of compliance SOP and SSOP.

Required knowledge, skills, experience and abilities include:

- Bachelor of Science Degree in Food Science or related field of study; or equivalent experience and education
- 3-4 years in the US food industry
- 2 years' experience advising leadership team with respect to quality program status, opportunities, concerns, risks, etc.
- 2 years monitoring microbiological and other quality-related criteria in raw materials, food production, outgoing product, water, etc.
- Demonstrates professional level communication skills, including report writing, e-mail, impromptu and formal presentations, and telephone communications.
- Work as an integral member of cross-functional teams
- Prioritize work and manage conflicting requests
- Able to work effectively under pressure with little oversight.
- Highly proficient skills using MS Word, Excel, Access, Outlook
- Able to quickly and efficiently learn computer programs.
- Highly proficient in statistical analysis

Preferred knowledge, skills, experience and abilities include:

- SQF Certified Practitioner is a plus
- (FSMA) PCQI Certified is a Plus.
- Proficient in computer skills, typing, Microsoft 365 suite.
- Flexible work schedules – ability to work long hours during deadlines and audits if necessary.
- Minimum of 1-2 years of BRC or SQF program management experience

- HACCP Certified
- Experience managing projects that are complex and large in scope
- Supervisory experience.
- Must have previous experience with R&D and Product Development projects.

Qualified candidates are encouraged to submit their cover letter and resume to:

careers@reliableproduct.com

Please feel free to visit our website at www.reliableproduct.com