	Document #:	F-210-003.13	Rev#:	A
	Job Title: <b>R&amp;D Food Technologist</b>			
Classification:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	Reports to:	President

**Key Result Areas:**

R&D Food Technologist will be involved developing news sauces, improving existing ones, conducting sensory evaluations, and ensuring products meet quality and safety standards. The Food Technologist will also direct Product and Process development for new and existing sauces. Collaboration with other Departments such as Production, Facility, Marketing, Manufacturing, Quality Control, and Quality Assurance.

**Principal Duties and Responsibilities:**

Responsible for directing the daily operation of the Research & Development Department to ensure New Product development, Product and Process Improvements, Research and Analysis, Quality Control and Food Safety of products on a timely schedule; to ensure service levels while maintaining quality standards, cost controls, line efficiencies, production area sanitation, and regulatory compliance programs.


- New Product Development- From first contact to sample creation, QC and QA testing, client approval, NPI, Beta run (Pilot Plant Productions to scale up new products.)
- Constant Product and Process Improvements- Finding new ingredients and processes to lower cost and streamline efficiencies while maintaining current HACCP plans.
- To maintain R&D areas with strict SQF compliance and all other regulatory agency standards.
- Test Production runs for QA and QC standards.
- Perform random sensory evaluations and taste test to assess product quality and consumer preferences.
- Analyzing data to identify trends and make recommendations on products for future sales.
- Working with cross-functional Teams, including Production, Facility, Food Safety, Marketing, and Sales
- Optimizing formulations to improve taste, texture and shelf life.
- Work with the President to ensure good employee relations, a safety program, training, discipline and proper manning levels.
- To maintain levels of Quality Assurance by documenting the QA inspections of all production runs.
- Manage and oversee HACCP steps of production, including weighing and staging of ingredients.
- Personnel management success by on the job training (OTJT) and motivating line operators to ensure maximum and consistent productivity.
- Show competency in accurately and consistently maintaining all food manufacturing records.
- Plan, organize and supervise Pre-Production Procedures, On-going Production and Post-production procedures including cleaning and sanitation.

**SQF and Certdox documentations:**

- Specifications and Product Development- P-230, NPI- P230-001
- pH testing- P-243.1, Product Sampling and Inspection Analysis- P244
- Complaint handling- P-213
- Food Safety Policy- F-210-001. Organization Chart- F-210-002.
- Complete and submit supervisory appraisals within the deadlines requested.
- Complete and submit all miscellaneous projects as requested within the time period specified
- Pertinent Certdox Document Awareness: **Food Safety Policy- F-210-001, Organizational Chart- F-210-002, Production Supervisor- F-210-003.6**

**Food Safety Production Areas:**

- Notify Facility Manager of any repairs or adjustments that are required.
- Perform all duties necessary to meet SQF, Addison James Foods, and or Government requirements / standards as prioritized by the Addison James Foods.

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- Inform Management of ANY Food Safety or Quality issues or of any processes, which become noncompliant with specified requirements.
- Ability to initiate action to prevent the occurrence of nonconformities relating to Food Safety and the Quality of the product, processes, quality system, or safety system.
- Identify and record any problems relating to Food Safety and the Quality of the ingredients, processes, quality system, or safety system.
- Controls further processing or delivery of nonconforming product in terms of Food Safety and Quality issues until the deficiency or unsatisfactory condition has been corrected.

**Scope Data:**

- Supervise hourly production employees. Collate daily, weekly, monthly and quarterly records.
- In the absence of immediate supervisor, will assume necessary operational and administrative duties.

**Physical Demands:**

Frequently lifting, pushing and pulling. Routine standing. Regularly required to complete forms, occasionally type on computer.

**Qualifications Required:**

Minimum 2 years of experience in a continuous process manufacturing industry and preferably the food industry.

Bachelor's or Master's degree in food science, Food Technology, or a related field.

Relevant experience in the food industry, particularly in sauce or condiment development, is highly valued.

Experience with formulation, sensory evaluation, and product testing is essential.

**Skills:**

1. Strong analytical and problem-solving skills
2. Excellent oral and written communication and interpersonal skills.
3. Knowledge of food regulations and safety standards.
4. Knowledge of food ingredients, food preservation techniques, and food safety standards.
5. Computer skills.
6. Teambuilding skills.
7. Ability to work independently and as part of a team.
8. Ability to manage multiple tasks on an ongoing basis.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to the job. They are not intended to an exhaustive list of the responsibilities, duties and skills required of individuals so classified.

**Approvals:**

Employee:	Print Name:	Date:
President:	Print Name: Alain Bedard	Date: