



POSITION TITLE: Quality Manager

JOB DESCRIPTION AND PURPOSE:

Rubix Foods is a dynamic organization located in Jacksonville, Florida and is a premier supplier of high-quality product solutions to consumer brands and national restaurant concepts throughout the U.S. Rubix Foods continues to grow consistently each year and is seeking a highly motivated individual to join our team.

This position will lead quality assurance programs and systems to ensure compliance to internal, regulatory, and external quality and food safety standards. The role will involve daily interaction with the R&D and commercialization team while also engaging with the sales, customer service, and supply chain teams. A successful candidate will be well organized, self-motivated and possess the ability and desire to work on a variety of tasks daily. This position will work in Jacksonville, FL, traveling regularly to meet the organizations objectives.

This position reports to Director, Quality Assurance and Food Safety.

OBJECTIVES:

This position will ensure that the execution of quality programs at co-manufacturers meet Rubix, regulatory, industry and customer requirements.

1. Maintain Rubix supplier approval programs documentation and confirm the execution of quality and food safety programs at co-manufacturers.
2. Manage quality concerns directly and completely through resolution to address production concerns and customer inquiries or issues.
3. Execute and develop processes that monitor the quality of Rubix products at the manufacturing plant level.

KEY COMPETENCIES AND EDUCATION

- Bachelor of Science in Food Science or related science field with minimum 8+ years in quality program management and auditing
- Understanding and knowledge of FDA and USDA regulations.
- FSMA certifications preferred - PCQI certification and/or FSVP qualified individual
- GFSI training (e.g. SQF) preferred
- Familiarity with food manufacturing, product development process, quality systems and food safety culture
- Strong interpersonal and communication skills
- Ability to work independently with minimal supervision
- Strong project management skills
- An ability to work with cross-functional teams to consider internal and external needs in developing an executable solution.
- Ability to travel.
- Ability to work in processing environment conditions.
- Ability to work standing for extended periods of time.

DUTIES AND RESPONSIBILITIES

- Lead co-manufacturer and customer audits and perform risk assessments based on quality and safety programs. Communicate results with the various departments.
- Evaluate and assess plant quality, capability, needs, strengths, weaknesses, and opportunities through relationship building with plant personnel and routine visits to plants.

06/23/22



- Conduct investigation, tracking and reporting of customer inquiries and/or complaints, and follow-up that corrective actions have been appropriately implemented
- Support sales initiatives with thorough, accurate, complete, and appropriate information regarding products, plants, and production processes on both a proactive and reactive basis.
- Finalize and support the development of product specifications, product labels, and overall quality standards for existing and newly developed products.
- Maintain current co-manufacturer and supplier documentation for internal, government, and customer compliance.
- Review and maintain 3rd party audits and corrective actions for all plants actively manufacturing Rubix products.
- Remain current with regulatory requirements, guidelines, and regulations as they pertain to Rubix products.

COMPENSATION:

- Competitive Salary Performance Bonus Paid Vacation Health Insurance 401K Program

Please submit resume via email to Isabelle Zaffke (izaffke@rubixfoods.com).