



Job Title: Quality Assurance Assistant

Reports To: Quality Assurance Manager

Department: Quality Assurance

Hours: Either 12:00 pm to 8:30 pm or 1:00 pm to 9:30 pm

**Job Overview:**

The job of the quality assurance assistant is to help monitor the entire production process from the time ingredients are received to the time finished products are completed and ready for shipment. The assistant will also provide support to the quality assurance manager with yearly scheduled audits, training and any other special department projects as identified by management.

**Responsibilities:**

Records key data in the plant facility for the following categories:

- Raw Material receiving and traceability records for both USDA & FDA.
- Daily Sanitation Standard Operating Procedures (SSOP'S) for both USDA & FDA.
- Critical Control Point (CCP) records for both USDA & FDA.
- Pest Control records for both USDA & FDA.
- Kitchen batch weight records for both FDA & USDA.
- Metal detection records for both FDA & USDA.
- Daily labeling log records in all products packaged for both FDA & USDA.
- Pasteurizer temperature records.
- Maintain daily kitchen, production & packaging scale calibration records.
- Performs daily sensory analysis of finish products.
- Water activity monitoring according to CCP FDA requirements.
- Sampling of Gluten Free products.
- Audit and update key product specifications as identified by management (i.e.; individual ravioli weights, dough thickness, fill ratio).
- Assist QA manager in filling and tracking all key data for USDA & FDA.
- Assist QA manager in calibration of instruments.
- Assist in plant associate quarterly training.
- Assists in insuring cleanliness and sanitation of processing room, warehouse, and storage cooler at Nuovo, instructing employees on how to correct any deficiencies.

**Skills/Aptitude:**

- Strong analytical skills to be able to solve problems that may come up during a typical work day.
- Ability to work on a fast pace environment.
- Ability to work with others and develop a positive relationship with all company departments.
- Solid organizational skills including attention to detail and multi-tasking skills.
- Must be able to work under cold temperatures (45°F).
- Excellent written and verbal communication skills.
- Strong working knowledge of Microsoft Office.

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