



# Job Profile

## Quality Controller

### Job Details

Job Title	Quality Controller
Historic Job Title	Quality Controller – Dry Production
Date Reviewed	2025-03-06
Location	Graaff-Reinet (Dry Factory)   (Treats Factory)   Centurion (Dry Factory)

### Position in Organisation

Structural Unit	Technical (SHEQ (Safety, Health, Environment & Quality))
Position Being Evaluated	Quality Controller
Direct Line Manager	Refer to the Official Company Organogram
2nd Line Manager	Refer to the Official Company Organogram
Direct Subordinates	Cleaner

### Position Description

#### Overall Purpose of the Job

To monitor that Quality Control Standards are maintained throughout the production process.

#### Qualifications *(Formal Qualification Required)*

##### Minimum

- Grade 12 (NQF Level 4)

##### Ideal

- None

#### Legal *(e.g. Driver's License, etc.)*

##### Minimum

- None

##### Ideal

- None



## Experience (*Minimum Experience Required and number of years*)

Minimum	Minimum time spent in job
<ul style="list-style-type: none"> <li>Experience as a Quality Control Assistant or Quality Controller</li> </ul>	2 years

## KPA / Main Outputs and Responsibilities for this Position

The below statements are intended to describe the general nature and level of work being performed by the incumbent.  
They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Quality Control	<ul style="list-style-type: none"> <li>Conduct <i>Quality Checks</i> on the storage of material &amp; inspection of raw materials including packaging material <ul style="list-style-type: none"> <li>Check the quality of raw material in accordance with <i>Raw Material Specifications</i></li> <li>Check evidence of <i>Stock Rotation</i> and escalate if there are any non-conforming raw materials (expired, infested, contaminated, damaged raw material, etc.)</li> <li>Monitor adherence to <i>Hygiene Standards</i> e.g. cleaning floor area when moving pallets</li> <li>Check availability of material <i>Certificate of Analysis (COA) / Certificate of Conformance (COC)</i>. Reject and escalate any material which comes in without documentation.</li> <li>Place the <i>Product Identification Form</i> on raw materials, semi-finished products and final products detailing required information such as product <i>V-number, Batch number</i>, completion of lab tests, <i>Expiry Dates</i> etc.</li> </ul> </li> <li>Conduct quality checks during the batching and mixing process: <ul style="list-style-type: none"> <li>Verify the use of the correct <i>Batching Sheet</i> by Operators</li> <li>Check <i>Expiry Dates</i> and <i>Batch numbers</i></li> <li>Check that <i>Food Safety, Hygiene and Cleanliness Standards</i> are maintained</li> <li>Verify relevant <i>Checklist</i> completed by Operators, etc.</li> </ul> </li> <li>Conduct <i>Quality Checks</i> on the Extruding, Baking, Pill-pressing, Injection Moulding and Cooling Processes <ul style="list-style-type: none"> <li>Use of correct die plates and cutters</li> <li>Temperature settings</li> <li>Sensory analysis against product specification</li> <li>Testing of water activity and moisture</li> </ul> </li> <li>Draw <i>Product Samples</i> for lab testing e.g. <i>NIR, Micro and Mycotoxin Tests, Sensory Samples</i> and <i>Retention Samples</i> <ul style="list-style-type: none"> <li>Conduct <i>Quality Checks</i> on the <i>Moulding Process</i></li> <li><i>Sensory Checks</i> completed e.g. shape, size and colour</li> <li><i>Water Activity</i> and <i>Moisture Checks</i></li> </ul> </li> <li>Testing of final products etc.</li> <li>Meat processing <ul style="list-style-type: none"> <li>Inspect that the correct material is used according to the <i>Batching Sheet</i></li> <li><i>Pre-startup Checklists</i> should be completed on all processing lines</li> <li>Arrange for cleaning to be done after production is completed in the meat plant</li> </ul> </li> <li><i>Sensory Evaluation</i> for every shift should be done</li> <li>Inspection of Raw Material Warehouse areas, ensure there is no expired stock on the floor</li> <li>Complete the <i>Scale Verification</i> before the <i>Batching Process</i> &amp; meat plant</li> <li>Complete all relevant documentation pertaining to QA testing and ensure that <i>Production Packs</i> are completed and submitted for verification</li> </ul>	60%



## KPA / Main Outputs and Responsibilities for this Position

The below statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Hygiene, Housekeeping and Occupational Health and Safety	<ul style="list-style-type: none"> <li>• Ensure that the soap, sanitizers and hairnets are filled (processing, batching, packing and meat plant)</li> <li>• Monitor that the Cleaner completes relevant <i>Checklists</i> and adheres to <i>Cleaning Schedules</i></li> <li>• <i>Adherence to Occupational Health and Safety (OHS)</i> as well as Food Safety Standards (FSSC 22000)</li> <li>• Identify <i>Health and Safety Hazards</i> and implement <i>Corrective and Preventative Measures</i></li> <li>• Report hazards or risks to management</li> <li>• Adhere to <i>Personal Hygiene Standards</i></li> <li>• Always keep the working environment area clean and tidy. Assist with cleaning of all areas when the factory is off for shutting down/maintenance</li> </ul>	25%
Administration	<ul style="list-style-type: none"> <li>• Complete all relevant QA documentation and check that Operators and Cleaner complete relevant QA documentation</li> <li>• Verify and sign <i>Production Pack</i> records completed by the various Operators</li> <li>• Check the accurate weighing and recording of waste</li> <li>• Sign off all <i>Quality Assurance (QA) Documentation</i> received from Operators and Cleaner</li> </ul>	10%
People Management	<ul style="list-style-type: none"> <li>• Supervise the attendance and performance of direct reports and monitor adherence to expected standards</li> <li>• Offer guidance and support with the execution of their daily activities and if required take appropriate disciplinary action</li> <li>• Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles</li> <li>• Participate in the selection and appointment of new team members</li> <li>• Conduct regular meetings and promote open and ongoing communication with the team</li> <li>• Approve the leave of direct reports and manage overtime where applicable</li> <li>• Live and demonstrate the Company Culture by regularly communicating and applying the six (6) themes in the workplace</li> </ul>	5%



## Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

### Skills

- Measurement of water activity and moisture
- Checking of scales
- Proficient in *MS Office*
- Communication

### Behavioural Attributes

- Attention to detail
- Accurate
- Reliable
- Monitoring and follow up

### Knowledge

- Knowledge of *Food Safety Standards*
- Knowledge of *Hygiene Standards, Policies and Procedures*
- Understanding of *Quality Standards*
- Understanding of *Product Specifications*

### Special Requirements

- Incumbent is required to work in Shifts, which include working over weekends, public holidays, nightshifts and overtime
- The employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

## Participants

### Input Participants

Participant Name	Participant Designation
Sophiah Mabapa	SHEQ Manager
Mamokete Mphake	Assistant SHEQ Manager

### Completed By

Name	Title
Henry Galloway	Human Resources Manager