

**Job Title:** Food Safety/Quality Assurance Manager/GMP manager

**Work Schedule:** Full time employees can expect 40 hours/week. During the high processing season there will likely be required overtime.

**Location:** Bucksport Maine –  
Greenhead Lobster Products, LLC  
122 Heritage Park Road  
Bucksport, ME 04416



**Company Information:** Greenhead Lobster Products, LLC is a family-owned company committed to producing the finest quality raw and ready to eat lobster products. The company retails and wholesales live lobster and processed lobster products globally.

**Essential Function:** Administer the company's GMP and food safety policies. Oversee Quality Assurance team and its programs, to ensure safe and quality production of products.

**Responsibilities:**

- Enforce company GMPs and preventative controls through maintenance, sanitation, and production-
  - Have extensive Knowledge of Company SOP's
  - Training for employees to perform SOP's
  - Evaluation of employee knowledge of SOP's
  - Verify SOP's monitoring schedules
  - Modify SOP's to enhance and comply with codes of Good Manufacturing Practices
  - Modify SOP's to enhance and improve cross contamination preventative controls
  - Work with Quality/Food Safety team to manage company HACCP plan, suggest modifications to the monitoring practices and verification procedures
  - Develop and implement quality assurance procedures and processes
  - Assist Food Safety with root cause analysis and corrective action procedures
  - Collaborate with cross-functional teams to establish quality goals and objectives
  - Monitor and evaluate the effectiveness of quality systems and recommend improvements
  - Lead preparedness for 3<sup>rd</sup> party audits
- All other duties as assigned

**Job Requirements:**

- Strong knowledge of quality assurance principles, practices, and methodologies
- Experience with project management and leading quality improvement initiatives
- Experience managing sanitation programs
- Familiarity with FDA regulations, GMP, HACCP, and other relevant quality standards
- Prior experience with SQF, BRC, or other 3rd party auditors
- Detail-oriented with a focus on accuracy and precision
- Strong communication skills, both written and verbal
- Proficient in using quality inspection tools and software