

**Job Title:** Ready-to-Eat Quality Assurance

**Work Schedule:** Full-time employees can expect to work 40 hours per week during the Company's high season. Overtime may be required during the peak processing season.

**Location:**

Greenhead Lobster Products, LLC  
122 Heritage Park Road  
Bucksport, ME 04416



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

**Reports to:** Quality Assurance Manager

**Team Membership:** RTE Production Team, HACCP Team, SOP/GMP Team

**Essential Function:** To ensure the safety and quality of fresh and frozen ready-to-eat products efficiently while adhering to all HACCP, SOP, and GMP guidelines, while also promoting a positive work environment.

**Duties & Responsibilities:**

- Accurately perform preoperational schedules and inspections prior to production.
- Enforce employee adherence to GMP and SOP guidelines.
- Oversee mid-day cleaning operations.
- Monitor product flow throughout the production process.
- Complete all necessary monitoring documentation accurately.
- Properly complete all quality assurance documentation.
- Prepare quality assurance samples as needed and coordinate information for the one-claw test.
- Take product temperatures at appropriate intervals to ensure compliance with the Company's CCPs.
- Oversee the label log and packaging traceability.
- Ensure the hourly harborage check is completed.
- Ensure staff adhere to quality guidelines and that products meet the Company's quality standards.
- Report any acts or conditions that may jeopardize product safety.
- Notify the maintenance department of any maintenance concerns.
- Perform other duties as assigned.

**Additional Requirements:**

- Ability to work well in a team environment or independently.
- Able to stand for long periods of time as well as consistent movement
- Ability to lift 40 lbs.
- Must be able to work in a hot/cold/wet environment
- Ability to communicate with others
- Seafood HACCP Certified