



**PennState**



**Compliance Specialist 4  
(Quality Assurance Manager)**

**College of Agricultural Science  
Penn State**

Job Number: 89848

Link to Job on Job Website: <https://psu.jobs/job/89848>

Department: Berkey Creamery

Work Unit: College of Agricultural Sciences

Announce Start Date: 08/01/2019

Closing End Date: Until Filled

The Berkey Creamery located in the Food Science Department at Penn State is seeking a Quality Assurance Manager. The Berkey Creamery is a fully functional operating dairy processing plant within a University environment that manufactures a wide variety of dairy and non-dairy products including various fluid milk or milk-based products, juices, teas, lemonade, etc. as well as a variety of cultured dairy products including yogurt, sour cream, cream cheese, cheddar cheese, etc.; and a wide variety of ice cream and frozen desserts products. In addition, the Berkey Creamery operates a retail store and a small commissary to support sales operations to the university community. Primary responsibilities of the Quality Assurance Manager include managing all aspects of the quality, food safety and food defense programs as well as the formula management/regulatory systems associated with the Berkey Creamery operation. Basic responsibilities include the following: Maintain the laboratory's state certification and all permits and licenses for product testing, employee certification as well as permits for processing; Maintain all documentation required by Food and Drug Administration and Pennsylvania Department of Agriculture, including but not limited to pasteurization charts, sanitation records, records of manufacture for all products, certificates of analysis for ingredients, finished product specifications, ingredient specifications, packaging information and other related documentation; Oversee and accompany PDA, FDA and other regulatory inspectors as well as any third-party auditors during plant audits and inspections; Oversee required testing on raw product, ingredients and finished products to verify compliance with federal and state standards of identity and food safety. These include, but are not limited to antibiotic residue testing, bacteriological testing (coliform and aerobic plate counts), compositional testing (fats, solids, protein), enzymatic assays on products made and distributed by Berkey Creamery; Develop, maintain and manage all quality, food safety and food defense programs; Oversee the effectiveness of sanitation programs including testing of cleaning solutions, environmental testing and troubleshooting of sanitation issues as well as maintaining the safety data sheet (SDS) system and the chemical inventory management (CHIMS) systems; Prepare all food quality and safety reports and submit necessary documentation to various state and federal agencies detailing milk usage and product manufacture; Submit reports detailing allocation and disposition of raw milk and cream to PDA and Land O' Lakes Cooperative as required; Develop and maintain HACCP procedures, SOP's, SSOP's, Food Safety Plans and other requirements for compliance with the Food Safety Modernization Act; Provide support to plant production, business functions and quality function for the Berkey Creamery including overseeing preparation of cultures and preservatives, providing product formulas, calibrating instruments, calculating vitamin additions, maintaining inventories and ordering supplies; Support the educational mission of the Food Science Department and College of Agricultural Sciences as well as offer assistance to dairy processors in Pennsylvania; Supervise student interns as well as full-time/part-time quality assurance employees working in the Berkey Creamery laboratory and plant;

Manage and maintain systems/information for formulations, ingredients, nutritional information and product labeling as well as allergen declaration and control. Typically requires a Bachelor's degree or higher plus six years of related experience, or an equivalent combination of education and experience. Bachelor's degree or higher in Food Science or a related field highly preferred. Prior experience in dairy or other food processing plants is highly desirable particularly experience in quality assurance, quality systems, product analysis, laboratory and manufacturing environments as well as regulatory administration. The successful candidate will be detail oriented, independent, self-directed and able to work with minimal supervision in a highly regulated and complex environment. The successful individual must be able to work in a team environment and serve as a contributing member of the Berkey Creamery Management Team. The successful candidate must have excellent communication and troubleshooting skills and should have strong familiarity with Microsoft Office/Excel and other basic software and information management programs. The food safety responsibilities associated with this position have a potentially large impact on the reputation of the Berkey Creamery and Penn State University. We are seeking an energetic individual with high attention to detail who is innovative in ensuring Berkey Creamery production maintains high standards that meet stringent state and federal guidelines. A flexible team player is necessary to support a rapidly changing regulatory, operations and sales environment. This position reports directly to the Berkey Creamery Manager. Review of applications will begin immediately and continue until a suitable candidate is identified.

*Penn State is committed to affirmative action, equal opportunity, and the diversity of its workforce.*