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01 July 2025		

This position description provides an indicative outline of the purpose and accountabilities of the role, specific performance requirements and expectations. In addition to these key areas of responsibilities, additional duties may be required from time to time; therefore, this is not to be seen as an exhaustive list. This Position Description should be read in conjunction with the respective IEA and the OCD Employee Handbook.

Title and Reporting Relationships

Position Title: **Cheese & Liquids Quality Controller**

Business Unit: Operations

Function: Product Quality Control

Location: Waharoa - Cheese

Reports to: Cheese Plant Supervisor

PD Approved by: _____

Date: _____

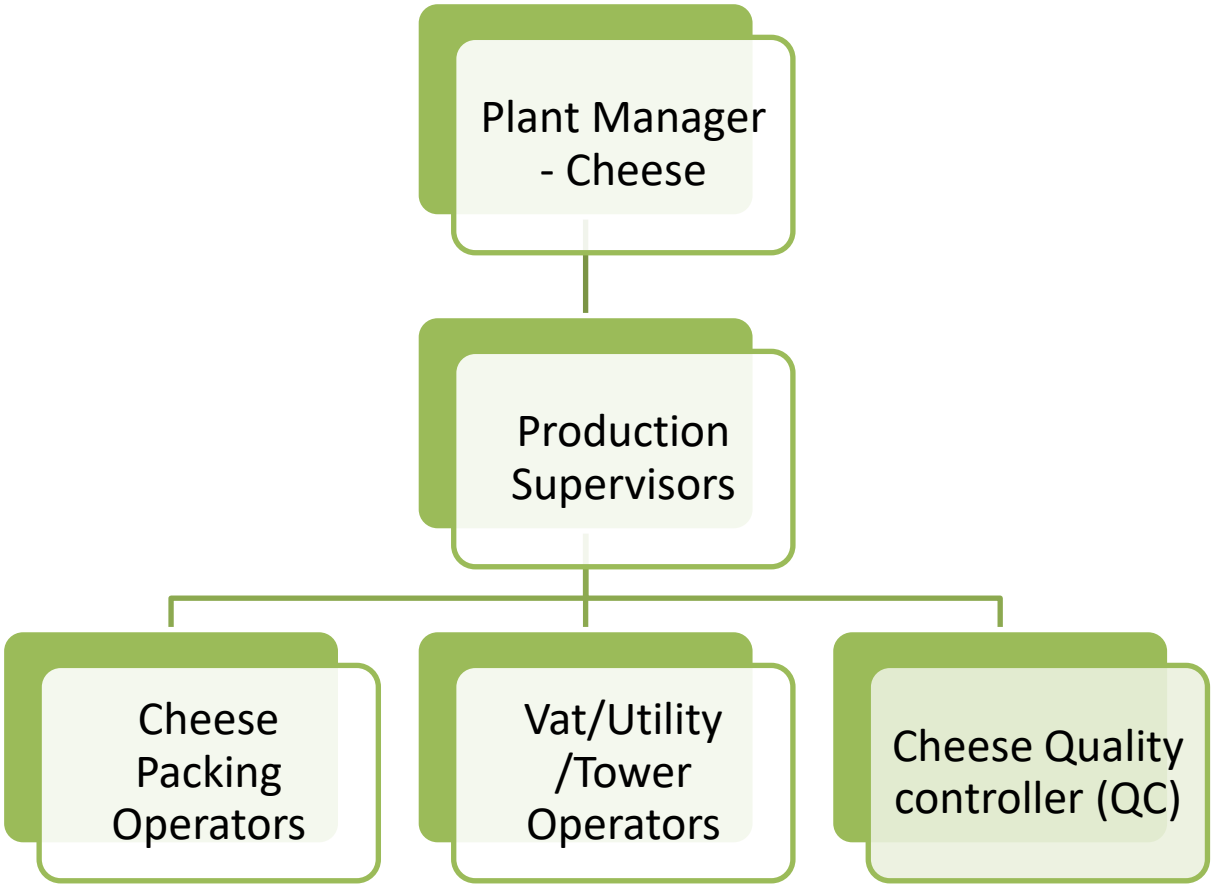
Main Purpose of Position

The Quality Controller Cheese & Liquids – Waharoa is responsible for assisting the Cheese Plant Supervisor with the coordination of Quality Control Points throughout Cheese Manufacturing and Packing Process, this role also supports the Liquids team. This coordination should be carried out in conjunction with Standard Operating Procedures and Policies to ensure that all Company “Standards’ and “Objectives” are met with regard to quality, cost, availability, yields, safety and environmental issues.

This position scope includes overall coordination of the Quality Control function in the wet processing areas including Milk Reception - tanker bays, throughout the Cheese Manufacture and Packing to supporting the Grade Room and associated tasks including finished product sampling, container inspections of Cheese on and off site pre shipping.

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Organisational Relationships



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Key Responsibilities				
Key Focus	% of Total Role	Objective (What)	Means (How)	Rank
Environment, Health, Safety & Risk	10	Provide and maintain a healthy and safe work environment in the Plant. Minimise opportunity for losses to the business, implement / maintain supporting company directives. To operate equipment process and act responsibly in order to prevent spills into the effluent system.	Housekeeping, GMP, Timely identification and correction of hazards or safety issues. Adhere to Company Health, Safety & Risk policies	1
Pre-start & In Process Inspections	30	To ensure product safety and integrity is maintained to standard. This includes the tanker bay & milk testing. To ensure plant hygiene and cleanliness is maintained to an acceptable standard	Visual inspections, verbal, and written communications Plant inspection sheets	2
QCP and CCP Monitoring	20	Confirming that QCP and CCP checks are carried out including the Milk Reception. Calibration of Tiemo analyser & fault-finding resolution.	Ensuring that personnel are operating within the parameters of the official SOP.	2
Daily Product Sampling	30	Collect samples in a timely and aseptic manner ensuring they are representative of the product run.	Ensuring that personnel are operating within the parameters of the official SOP.	3
Audits and Surveillance	10	To ensure that the relevant departments are complying with SOP's/GMP requirements	Visual inspections, verbal, and written communications Participation in monthly GMP audits	3

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Major Challenges
Liaison across all levels within the business group
Must have a strong focus on Health and Safety and be physically fit
High level of personal presentation and hygiene standard at all times
High levels of communication in form of verbal, handwritten and computer literacy
Be able to maintain high standards of quality & hygiene levels in a production environment & be prepared to hold those around them to those standards
Effective time management and performance

Decision Making Authority	
Decisions Expected	Outcomes Expected
Ascertain compliance to standard and report such in an unbiased manner	Suggesting Process Improvement opportunities
Effective time management to ensure compliance checks and monitoring is carried out without negative impact on process and environment	Suggesting Quality Improvement opportunities
Confirming any OOS results from Tiamo testing of milk & notify manager as required.	Notifying and coordinating with internal parties efficiently to complete task.
Ascertain compliance to standard and report such in an unbiased manner	Generate reliable reports for the decision makers within the business.

Working Relationships	
Most Frequent Contact	Nature or Purpose of Contact
Supervisors	Reporting of compliance to standard
Plant Operators	Reporting of compliance to standard. Assistance in process operation
Other Quality Controllers	Communication on status of operation
Assistant/Plant Manager	Reporting of compliance to standard
Technical Department	Feedback on compliance
Waharoa Transport Milk Truck Operators	Milk Reception conformance

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Qualifications, Experience & Competencies		
Requirement	Essential	Desirable
Education	School Certificate/ NCEA level 3, 6th Form Certificate (or similar attainment of recognised learning) Core Dairy L3 Certificate Unit Standards	Diploma in Cheese Technology or equivalent. Auditing & HACCP
Experience	Able to identify and assist in resolving quality issues Product knowledge	Processing knowledge Auditing experience Quality / technical background
Technical/Functional Expertise	Excellent computer literacy Excellent communication skills Ability to work as a team or independently	Aseptic Sampling, HACCP / food safety understanding Ability to explain technical information clearly
Industry Experience		Dairy Industry/food manufacturing