

Position Description
Tipton Mills Foods
Columbus IN

Position	Quality Assurance Leader	Revision Date	September 3, 2025
Reports To	Quality Assurance Manager	Location	Columbus IN

Position Summary

Tipton Mills Foods is a contract developer and manufacturer of functional powdered beverages. We provide turnkey solutions for brand owners, including formulation, ingredient sourcing, blending, agglomeration, and packaging—all under one roof in Columbus, IN. Our portfolio includes medical foods, toddler formulas and cereals, protein powders, meal replacements, hydration drinks, hot cocoas, coffees, and instant teas. Our team formulates, processes, and packages beverage powders into consumer ready packaging.

The **Quality Assurance (QA) Lead** supports the QA Manager by ensuring food safety, sanitation, and regulatory compliance across the facility. This role supervises QA Technicians, manages day-to-day QA functions, and serves as Preventive Controls Qualified Individual (PCQI). The position is hands-on in the laboratory and production areas, ensuring quality systems are implemented, verified, and continuously improved.

We are a workplace built on values, cultivating a culture that improves the lives of our employees through respect, integrity, and safety while delivering results to clients in a responsive, rapid, and resourceful manner. The right person in this role will model and lead according to our core values: Everybody Matters, Do What's Right, Customer Obsessed, Deliver Results, Always Improving.

Position Type	Full-Time, Salary, Exempt
Supervisory Functions	Direct supervision of QA Technicians, including training, workload prioritization, and performance feedback.

Position Responsibilities

Food Safety

- Serve as PCQI, signing off on production documentation and product release
- Coordinate finished goods release, ensuring test results, documentation, and Certificates of Analysis/Compliance are accurate and timely
- Manage Quality Management Systems (QMS) including Hazard Analysis Critical Control Point (HACCP), Good Manufacturing Practices (GMPs), Pest Control, Allergen Control, Master Sanitation System (MSS), Environmental Monitoring Program (EMP), Internal Audits, Label Verification
- Maintain food safety certifications and compliance programs such as SQF, Gluten-Free, Rainforest Alliance, Organic, Kosher
- Oversee third-party testing, environmental monitoring, and equipment verification, addressing deviations promptly
- Perform QA Tech role and responsibilities in a back-up capacity when QA Tech is not available

Laboratory Leadership

- Direct and coordinate daily QA lab testing priorities to support production and customer ship dates
- Perform or oversee product testing (moisture, allergens, microbiological) and data entry into ERP system *INFOR*
- Ensure lab equipment is calibrated, and supplies are maintained
- Ensure all areas of plant are audit-ready
- Act as point of contact for external labs and suppliers

Continuous Improvement & Communication

- Interact with clients regarding complaints and resolutions and manage the Corrective Action Reporting (CAR) program.
- Track and report QA metrics (Key Performance Indicators, CARs, audit items), identifying trends and initiating proactive corrections
- Lead internal audits, follow up on findings, and verify corrective actions through closure
- Serve as QA liaison between QA and Operations, maintaining alignment across shifts and communicating priorities in real time
- Train, coach, and validate competency of QA Technicians through process validations and ongoing skill verification
- Write, revise, and maintain Standard Operating Procedures (SOPs), Sanitation Standard Operating Procedures (SSOPs), and controlled documents

Qualifications

- Knowledge of Current Good Manufacturing Practices (cGMPs) and regulatory requirements
- HACCP and PCQI certified
- Minimum 3 years' QA experience in a food production or pharmaceutical environment
- Excellent math, organizational, and time-management skills
- Proficiency in Microsoft Excel, Word, Outlook, and AI tools
- Excellent written and verbal communication skills
- Demonstrated leadership ability with experience supervising employees
- Ability to manage multiple priorities and make sound decisions under pressure

Required Education and Experience

- High school diploma required
- At least 3 years in a food production facility in a similar role
- Bachelor's degree in Food Science, Chemistry, Biology, or related field preferred

Physical Demands

- Moderate: ability to walk, stand, sit up to 10 hours per day, navigate stairs, lift up-to 30 lbs.
- Works in office, laboratory and plant settings

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Prepared By	Kristin Call	Date	September 4, 2025
Revised By		Date	
Approved By	David Harding/Brian Ault	Date	September 4, 2025

I have received a copy of the job description and acknowledge and accept the following:

1. I have read and fully understand the job description and agree to perform the job duties and responsibilities to the best of my ability.
2. Employment with Tipton Mills Foods is "at will," meaning that employment may be terminated by the employee or the Company at any time for any reason.
3. This position description is not all inclusive and consequently, from time to time duties and responsibilities may be added, deleted, or modified without prior notice.

Employee Name		Manager Name	
Employee Signature		Manager Signature	
Date		Date	