

## Quality Assurance/R&D

Cyrus O'Leary's Pies  
Spokane, WA

Please e-mail resume, cover letter and salary history to: [bea@cyruspies.com](mailto:bea@cyruspies.com)

No phone calls please. Review of resumes will begin immediately.

### Primary Job Description:

1. Background: We pride ourselves on making the best commercial pie available in the marketplace. We've built our company on quality – while we supply the Inland Northwest with fresh pies made daily, we've developed and grown a highly successful line of frozen pies, which are now distributed across the country. This newly created full-time position of Quality Assurance / R&D is replacing a part-time R&D position, as we continue to grow and place even more emphasis on maintaining and enhancing quality. We need an experienced professional who will thrive in a challenging work environment and enjoy being a major contributor in a very collaborative closely-held, small-to-medium size growing business!
2. Position: Full-time, exempt key management team member
3. Compensation: Competitive salary and benefits
4. Hours: Generally 8AM – 5PM (M-F); however, flexibility to spend time on off-shifts will be required, as production takes places over three shifts.
5. Reports to: Owners
6. Educational Requirements: Must have BS in Food Science, AIB certification or comparable training.
7. Ideal Background: Minimum of five years of hands-on technical food manufacturing / bakery experience in industrial setting (lab experience alone is probably inadequate).
8. Special Technical Experience: Much of our product line is frozen, which requires specialized experience and technical knowledge with freeze/thaw stability and starch systems (tapioca and corn starch). Also a plus: any experience with gums, shortenings, dairy and non-dairy toppings, sweeteners and flavorings.
9. Versatility - You will play a versatile role wearing “many hats” in a hybrid position (between Quality Assurance and R&D).
10. Auditing – You will play a key role auditing formulas and work instruction used on the production floor to ensure that formulas /

work-instruction in use are current and accurate and that procedures are being followed on all three shifts.

11. Product Development – On an ongoing basis we review opportunities for creating new items, requiring creativity, a sense of urgency and an understanding of how to best take a new idea from bench to production.
12. Product Improvement – We constantly receive customer feedback which helps us identify opportunities for improving existing products. As you test, recommend and adopt formula revisions, you need meticulous record keeping skills in order to track the history of formula changes – this includes the reason for making a change and then auditing the results.
13. Costing – You will need to collect and present ingredient costing information as part of the review of new formulations.
14. Product Retention – You will be responsible for establishing a new sample retention program, which will allow us to monitor daily production quality and evaluate various test formulations (lab and production floor tests). Shelf-life and freeze/thaw abuse will always be part of the evaluation.
15. Equipment - Must be comfortable working on the bench or on the manufacturing floor with industrial kettles, mixers, ovens, etc.
16. Laboratory Testing – You will be responsible for evaluating our product quality using basic laboratory equipment – microscope, viscosity meter, etc. Will occasionally coordinate with outside laboratories for microbiological analysis.
17. Ingredients / Suppliers – You will be responsible for maintaining current and accurate specifications on each ingredient in use. You will review and recommend new or substitute ingredients and suppliers.
18. Technical Writing – You will need strong technical writing skills (clear and concise), especially related to written formulas and procedural instruction (for use on production floor) necessary to consistently manufacture quality products on all three shifts.
19. HAACP – Experience in this area is a plus.
20. Communications Skills - Written and verbal skills are critical. Will work independently and as part of the team, regularly communicating with owners, supervisors, hourly production workers and suppliers.
21. Lean Manufacturing – We embrace certain lean philosophies, so experience in this regard is a plus.
22. Nutritional Facts / Ingredient Statement – You will need to take formulas and utilize special software to generate labeling

information with accurate nutritional facts and ingredient statement detail.

23. Autonomy - Must be able to work well autonomously and as part of the management team.
24. Values - Must communicate and role-model company values and objectives.
25. Computer Use - Must be proficient with Microsoft Office products including Word, Excel, and Outlook, and the Internet. Must be able to learn and use specialized computer programs.
26. Physical Requirement – Must be able to lift 25 to 50 pounds occasionally.
27. Drug Screening – Must successfully pass pre-employment drug screen. Drug free workplace / Random drug testing.

Equal Employment Opportunity

Jo Ellen Wayne  
Product Development Manager and Technical Sales Support  
Oregon Fruit Products Co.

[joellenw@ofpc.com](mailto:joellenw@ofpc.com)