JOB DESCRIPTION

POSITION: Food Safety
REPORTS TO: 
HOURS OF WORK: M-F Business Hours; Weekends as needed

DEPARTMENT: Food Safety
LOCATION: Coldwater, MI
CLASSIFICATION: Exempt

Primary Function:

The essential function of this position is responsible to assist the Department of Food Safety with the organization and implementation of food safety training, monitoring of GMP (good manufacturing policy) compliance and organization of essential food safety documentation for the ease of auditing purposes.

Non Negotiable Traits:

To perform the job successfully, the incumbent’s behavior must be consistent with the five Non-Negotiable Traits expected of all Mastronardi Produce employees: Be passionate; have absolute integrity; be self-motivated and determined; be a team player and behave as a professional.

Primary Responsibilities:

- Supervises sanitation employees
- Provide advice and assistance with development and implementation of FSS policies, procedures and documentation
- Schedule and teach Food Safety Training programs, including but not limited to: New Hire training, Refresher training and on-going sessions as needed
- Maintain thorough training records for Mastronardi and Agency Staff
- Conduct routine audits of training records for review by Management
- Assist in the development of new training programs
- Conduct routine GMP compliance inspections assist in development of rules, conduct audits, maintain records
- Maintain GMP Database records
- Maintain organization of food safety documentation and distribute documents to relevant staff
- Aide in the implementation of SQF and HACCP systems management at distribution center (s)
- Reports to Management – obtain, input, tabulate FSS data and provide reports to Management
- Assists Department Members with special projects such as laboratory work, customer requests etc., as assigned
- Other duties as assigned
Position Requirements:
- Must pass Drug Test and Background Check
- University degree in agricultural or biological sciences an asset
- 1 - 2 years related work experience
- Valid driver’s license and clean driving record is required
- Must maintain a valid US Passport and be willing to do extensive local and international business travel
- Previous supervisory experience would be an asset
- Proficiency in use of English language with the ability to communicate effectively and professionally, present information and direction, and field questions from managers, employees and external contacts
- Spanish as a second language would be an asset
- Must be a high-performance team player and be willing to work in a dynamic, growing, demanding and fast-paced environment
- Must be a self-starter and willing to work flexible hours
- Must have ability to effectively follow-up and handle multiple projects with strong personal time-management skills and effectively manage associated stress
- Highly proficient in computer-use skills (MS Office: Word, Excel and PowerPoint)
- Willingness to work independently with minimal supervision and take ownership of job
- Willingness to work with a high degree of professionalism and personal integrity
- Strong organizational, analytical and problem solving skills. Need to be creative, adaptable and able to accurately handle out of the ordinary issues with a sense of urgency.
- Strong knowledge of local, state and federal laws and requirements to maintain compliance to all relevant statues and guiding principles (FDA, USDA, MIOSHA, OSHA, CFIA)
- Comprehensive knowledge of general food-safety and organic program best practices, highly proficient in ability to document and work within GAPs, GMPs, HACCP, HACQP, SQF, SSOP, NOP & COR

Working Conditions:
- Normal office environment
- Environment includes an expansive refrigerated warehouse, where the temperature averages 50°F and the background noise approaches 70 dcbs
- Position requires sitting, standing, walking and bending on a regular basis. Limited kneeling, squatting and crawling required
- Must be capable of lifting up to 30 lbs.
- Visual and audio sensory are needed regularly
  Must have manual dexterity to perform computer skills