



**Job Title:** Safety- Food Safety Manager Yuma  
**Department:** Administration  
**Reports To:** Area Manager  
**FLSA Status:** Exempt  
**Prepared By:** Human Resources  
**Approved By:** VP/General Manager  
**Approved Date:** October 24, 2017

## **SUMMARY**

This position is responsible for Managing the Safety-Food Safety Program of the Company. The Safety-Food Safety Manager will develop and oversee all safety and food safety regulations, policies for the Yuma area of operations. This position will also be the Human Resources contact for field personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

## **WORK PROCESS**

### Safety Program:

- Ensure that all policies, programs, and daily operations are in compliance with all local, state, and federal laws and procedures.
- Implement and enforce the Injury and Illness Prevention Program (IIPP).
- Ensure that all required postings are updated in all areas, to include foreman and office binders.
- Review and maintain safety instructions in Employee Handbook, Administrative and Field.
- Maintain a presence at field locations to review activities and provide all employees with an opportunity to discuss any matter relating to safety.
- Provide topical subjects for Safety Meetings and randomly observe 'Tailgate' Safety Meetings.
- Schedule and arrange all Safety Meetings/Training not applicable to 'Tailgate' meetings.
- Routinely inspect all equipment and vehicles for general safety conditions; field, office, shop.
- Ensure 'lock – out, tag – out' procedures are being followed.
- Monitor all industrial injuries, determine causal circumstances, and chart a course of action to minimize or eliminate reoccurrences.
- Ensure all first aid kits; bus, office, shop, vehicle are inspected and replenished
- Schedule and arrange all classes and instruction needed for Commercial Drivers

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Food Safety Program:

- Primary responsibility for Development of a companywide Food Safety Programs.
- Develop, oversee, inspect, and enforce field sanitation program.
- Develop and provide training for food safety requirements
- Develop, oversee, and maintain the HACCP Program and “Good Agricultural Practices” (GAP) Program.
- Develop and maintain documentation such as SOP’s, as well as maintenance of manuals, policies and procedures as relate to any food safety concerns
- Conduct food safety audits as well as manage third party audits
- Monitor and verify activities to ensure that all products coming in and out of the field meet food safety standards
- Update existing food safety procedures and documentation to keep up with changing requirements
- Work closely with Field Managers on any food safety issues
- Ensure that all company food safety procedures are followed and documented correctly at all times

Human Resources:

- Ensure that all policies, programs, and daily operations are in compliance with all local, state, and federal laws and procedures.
- Maintain a presence at field locations to review activities and provide all employees with an opportunity to discuss any matter relating to safety.

**QUALIFICATIONS**

Agricultural Safety and Food Safety experience, with management level in HACCP and Safety. Office methods, practices and equipment; knowledge of spreadsheets, word processing; Computer literate in Microsoft office, i.e. Word, Excel; ability to establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION and/or EXPERIENCE**

Any associate degree or college equivalent in social sciences with emphasis in agricultural; or an equivalent combination of experience (5 years), education, and training that would provide the level of knowledge and ability required for the position.

**LICENSE**

Valid California Class C driver’s license.

**LANGUAGE SKILLS**

Bilingual/bi-literate in English/Spanish

**MATHEMATICAL SKILLS**

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Basic high school/college

**PHYSICAL DEMANDS**

Driving for long periods.

Staying at hotel/motel for indeterminate periods of time.

Flying to destinations as necessary.

Sitting for prolonged period of time.

Outside work requiring walking and standing in fields in all weather conditions.

Light to moderate lifting (up to 40 pounds).

Reaching, stooping, pulling, pushing and manual dexterity.

Operating a computer, calculator, copier and typewriter involves repetitive hand arm movement.

Entering data by touch requires the ability to hear computer alarms for errors.

**WORK ENVIRONMENT**

Must be able to handle multi-tasks and work in a fast-paced environment with frequent interruptions. Must be able to deal politely with outside vendors. Communication with other staff members involves making contact orally via the telephone or in person.

EOE