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FOOD SAFETY COORDINATOR

Job Title: Food Safety Coordinator
Location: Rancho Guadalupe, LLC
1280 Bonita School Rd. Santa Maria, CA 93458
Reports to: Compliance Director
Time/Status: Regular, Full-time Non-Exempt (55 hrs)
Benefits: PHSA plan Refer to Benefits Plan*
Starting Salary: \$18-\$21 DOE

POSITION SUMMARY:

The Food Safety Coordinator is responsible for assisting the Food Safety Manager in making sure that the company is following all food safety rules, guidelines, and law as mandated by the federal government, commodity specific regulations (i.e. LGMA), and customer specific requirements. The Food Safety Coordinator is responsible for assisting the Food Safety Manager in all aspects of the food safety program and sampling program. They are also responsible for assisting with customer interaction and facilitating visits when needed. The Food Safety Coordinator also assists the Food Safety Manager with other miscellaneous tasks.

JOB DUTIES AND RESPONSIBILITIES:

- Assist with implementation and overseeing a comprehensive food safety program for the growing, harvesting, packing, and transportation of fresh produce.
- Assist with implementation and overseeing a comprehensive sampling program for fresh produce by commodity and all water used in the operation following regulatory and customer requirements.
- Assist with implementation and overseeing a comprehensive analytical sampling program of the soil used to grow fresh produce by ranch and plot for internal use.
- Assist with implementation and overseeing a comprehensive sanitation validation program for harvest equipment of fresh produce following regulatory and customer requirements.
- Assist with overseeing the Food Safety Coordinator Assistant in the implementation and enforcement of the food safety program in all aspects of the company(s).
- Assist with creation and implementation of all trainings regarding food safety across all operations.
- Oversee and assist the Food Safety Coordinator Assistant in conducting all applicable training to a given employee based on their role in food safety.
- Oversee and assist the Field Sample Analyst in the implementation of the sampling programs in all aspects of the company.
- Assist the Food Safety Manager in maintaining full compliance with the GFSI standard Primus and Global GAP audit schemes.
- Assist the Food Safety Manager in maintaining full compliance with EFI food safety related items
- Assist the Food Safety Manager in overseeing the purchasing, serialization, and issuing of harvest knives.

- Assist our customers with their visitation of our operations.
- Conduct Food Safety investigations and recommend corrective actions. When directed, then implement those corrective actions in the operation(s).
- Assist the Food Safety Manager in maintaining the restroom/sanitation program and coordinate with the sanitation company

PHYSICAL DEMANDS AND TRAVEL

Employee will be required to drive locally between ranches, stand and walk in rough, uneven, sometimes muddy terrain. May also need to perform office work which requires prolonged periods of sitting and working on a computer, climbing stairs and other typical office duties. Must be able to occasionally lift or move items up to 50 lbs. Travel is primarily local during business hours, although some out of area and overnight travel may also occasionally be required.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

This position requires a high level of comfort working outdoors with exposure to the elements such as sun, wind, dust and rain. While there is considerable office work, employee is expected to personally monitor and document many agricultural activities relating to growing and harvesting operations.

SKILLS AND QUALIFICATIONS

- Possess a valid class C driver license in California and be insurable by company carrier.
- Bilingual English/Spanish
- Comprehensive knowledge of FSMA law
- Comprehensive knowledge of general agriculture food safety regulations and standards for growing, harvesting, packing, and transporting fresh produce
- Demonstrated leadership skills, critical, analytical and problem-solving skills
- Demonstrated adult interaction and teaching skills
- Working knowledge of federal, state and local laws and regulations in the agricultural industry including land and water resources
- Working knowledge of general agricultural growing practices
- Working knowledge of general agricultural safety practices
- Working knowledge of general agricultural, shop and transportation best practices
- Highly developed interpersonal and observational skills
- Highly professional personal and work ethics and level of integrity
- Proficient computer knowledge, experience with MS Office including Word, Excel, Outlook, Publisher, and Powerpoint
- Ability to understand complex and ever-changing laws and regulations and apply it to company operations as needed

PREFERRED EDUCATION AND EXPERIENCE

Bachelor's Degree in Food Safety or related business field, and/or 3+ years of experience working in a food safety and/or supervisory role. Produce Safety Rule Qualified Individual training certification is required *(Although can be obtained later)*

WORK STYLES/VALUES:

1. Attention to Detail- Job requirement by being careful about detail and being thorough in completing work tasks.
2. Dependability- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
3. Integrity- Job requires being honest and ethical.
4. Cooperation- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
5. Relationships- Working alongside others, and work with co-workers in a friendly non-competitive environment.

I have read the above job description and agree to perform the responsibilities as described above. I understand that this job description is intended to describe the general nature and level of work performed. It is not intended to serve as an exhaustive list of all duties, skills and responsibilities required of personnel as classified.

Date: _____

Employee Acknowledgement: _____