



Job Title:	Food Safety Manager	Job Category:	Administration
Department/Group:	Admin office		
Location:	Main Office / Field / Packing Shed	Reports to:	Director of Operations
Status:	FTE	Position Type:	Exempt

Job Description

PURPOSE/SUMMARY:

This position will assist with the development, implementation, and administration of the food safety programs for staff and harvesting crews in California. The food safety programs include the FDA FSMA and FSVP programs, HACCP, Good Manufacturing Practices (GMP), PRIMUS and Good Agricultural Practices (GAP) programs plus internal and external audit requirements. Will also be involved in general safety of farm locations.

ROLE AND RESPONSIBILITIES: ESSENTIAL FUNCTIONS: (TO INCLUDE SUPERVISORY RESPONSIBILITIES – IF APPLICABLE)

- Conduct crew policy and procedure audits
- Develop and maintain documentation for compliance to company and external food safety program requirements.
- Develop and instruct field personnel on Standard Operating Procedures (SOPs) and Standard Sanitation Operating Procedures (SSOPs) as required.
- Investigate, document, and take appropriate action on discovered food safety issues.
- Provide assistance to crews and customers to meet food safety objectives.
- Must be able to maintain paper and electronic documentation in an orderly fashion.
- Conduct Farm Assessments in all mentioned areas
- Train production, harvest, and sanitation personnel on food safety program requirements
- Coordinate and maintain irrigation water treatment program.
- Conduct raw product and water sampling as needed.
- Conduct Mock Recalls to ensure all systems should an actual recall occur.
- Conduct cost assessments based on production.
- Conduct or assign training required by Global G.A.P. including but not limited to Hygiene training and first aid.
- Act as the liaison between Grower and Certifying Body.
- Manage, track and organize all data related to Audit requirements.
- Evaluate audits to establish compliance with certification requirements.
- Conduct Certificate of Analysis (COA). Residue Water Soil and Tissue.
- Audit grower record keeping ensuring compliance with announced and surveillance Good Agricultural Practices audits.
- Assist Growers to ensure that their food safety program is ready for re-certification audits, help pass unannounced audits and avoid costly product recalls. Assist with Corrective Action Reports and bring grower complaint to report demands.
- Maintain a keen understanding of industry trends affecting growers and make appropriate recommendations regarding communication strategies surrounding them.
- Worker Comp Investigations / injury prevention
- Punctuality and Attendance are important.
- Other duties as assigned.



QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Good knowledge and understanding of all GAP, GMP and Primus audit requirements.
- Demonstrated experience in having undertaken similar responsibility elsewhere.
- Bachelor's degree in agriculture or related field training and experience.
- Excellent communication skills, including fluency in English & Spanish.
- Ethical Conduct and communication proficiency
- Take Charge Attitude
- Team Player
- GFSI Certification Global G.A.P.
- FSMA Train the Trainer Certified.
- GAP Certified
- HACCP Certified
- PRIMUS audit experience

PHYSICAL DEMANDS:

The Physical demands here are representative of those that must be met by an associate to perform the essential functions of this job.

Exerting 20 to 50 lbs of force occasionally and/or 10 -25 lbs force occasionally and/or up to 10 lbs of force occasionally.

Gripping: Seizing, holding, grasping, turning, or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand. Includes simple or forceful grasping. Occasional grasping, fingering, repetitive motion, and reaching. The Physical demands here are representative of those that must be met by an associate to perform the essential functions of this job.

Reasonable accommodation can be made to allow people with disabilities to perform the essential functions of this work. A person should contact the human resources department if they think accommodation is needed.

FREQUENT walking, standing, sitting & working at desk on computer.

Keyboard: Repetitive finger motion to press keys

WORK ENVIRONMENT:

Agriculture / Field area as well as Office work environment. Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Requires timely and regular adherence to established work schedules. Exposure to weather and climate changes throughout the year. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

TO APPLY: Email your resume to Raul Juvera Raul@westcoastvineripe.com

