



TITLE – Training Coordinator

D'Arrigo Bros. Co., of California, a 100-year old, rapidly growing Salinas based agricultural company, is looking for a Human Resources professional to join an enthusiastic team. We are one of the largest vegetable grower, packer and shippers, and we offer opportunities with excellent benefits and compensation. Since we are a technologically aggressive organization, a strong knowledge of Excel, Word and Windows is required.

Andy Boy has a rich history as an industry trend-setter, not a follower. From the day the company was founded by Stephen and Andrew D'Arrigo, two immigrants from Messina, Sicily, innovation has been its hallmark. With third generation D'Arrigo family members at the helm of our West Coast operations, you can be sure that the traditions of being the very best in the business emanate from the top and are carried out by our dedicated family of almost 2000 employees. Would you like to join this team?

DUTIES – Responsible for assisting the Safety Manager with facilitating and conducting company-wide safety and risk management training. Must be a knowledgeable and efficient hands-on safety resource to all operations company-wide, with the ability to identify safety issues and recommend a resolution to management in a timely manner. This position reports directly to the Safety Manager.

Knowledge of:

- Possess a strong foundation of knowledge in safety along with pertinent federal and state regulations/standards and required safety programs.
- Experience with incident investigations, OSHA inspections.
- Operation of standard office equipment, including personal computers, photocopier, fax machines and appropriate software such as Windows, Word and Excel.
- Bilingual English/Spanish required.

Responsibilities:

- Responsible for coordinating and conducting HR and Safety trainings for all operations of the company in all districts.
 - Communicate with current Foreman/ Supervisors/ Injured Employees/ Management to provide safety trainings as needed.
 - Maintain training records using various spreadsheets and computer programs
 - Scan and verify safety trainings using TeleForm Verifier or other document imaging system
- Coordinate, conduct and track company's antiharassment training program.
- Recommend new approaches and procedures to improve existing company training programs.
- Coordinate safety training programs, including ordering, inventory, and distribution of safety training material. Revision of training forms as needed.
- Conduct safety training meetings with employees, including members of management.
- Coordinate, conduct and track CPR/First Aid/AED trainings for the company.
- Assist in coordination of pesticide safety training meetings for production personnel.
- Assist with coordination and execution of annual corporate office evacuation in conjunction with Post-Harvest.
- Maintain all employee safety training records in compliance with the IIPP.
- Develop, implement and maintain a company-wide training tracking system.
- Prepare and present required and special reports as needed.
- Assist with audits/investigations by governmental agencies including OSHA.
- Assist in responses to inquiries by governmental agencies by gathering information needed.
- Establish and maintain a good rapport with management and all work associates.
- Inspire a safety culture that creates a safe work environment throughout the organization.
- Translation of training documents and programs.

- Assist Safety Coordinator with creating SOP's.

Qualifications:

- Proven experience in training and safety - preferably in an agricultural environment (cooler and field operations), or a related industry.
- Possess knowledge of employee rights and employer responsibilities, pertaining to safety, arising under federal, state and local laws, including OSHA and other regulatory agencies.
- Excellent verbal and written communication skills, including the ability to effectively present facts and recommendations in oral and written form, in both English and Spanish.
- Ability to keep skill set current.
- The position is based in Salinas with seasonal relocation to Yuma, Arizona from November through March, or optionally, seasonal relocation to Yuma during the month of November thru mid-December. Relocation of approximately one week per month thereafter through March.
- Organized team player who works well with a variety of people with a minimum of supervision.
- Thrive in a fast paced environment and handle pressure while managing multiple tasks.
- Knowledge of Microsoft desktop products including strong knowledge and experience with Excel and Word.
- Valid driver license and clean record.
- Regular and consistent attendance mandatory.
- Work schedule may include OT and weekends.
- Ability to sit and/or stand for several hours at a time.
- Must be able to walk on uneven ground.
- Must be able to lift 30 pounds
- Must be able to work outdoors (rain or shine) in warm and cold temperatures.

Please send your resume to PersonnelRecruitment@darrigo.com