

JOB DESCRIPTION

TITLE – Training Coordinator

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 cover letter and resume to PersonnelRecruitment@darrigo.com.