



Food Safety & Quality Associate (Contract – Afternoon Shift)

OBJECTIVE

This multi-faceted role has the employee working in several different areas within the production area. Reporting to the Food Safety Manager, the Food Safety and Quality Associate will be responsible for the day-to-day administration of food safety/quality protocols, procedures and processes in the production area.

Please note this is a 4-6 month contract position.

Hours are 3:00-11:30pm with potential for overtime.

QUALIFICATIONS

Education:

- High school diploma or equivalent
- Knowledge of Hazard Analysis Critical Control Points (HACCP), Good Manufacturing Processes (GMPs), and Occupational Health and Safety is an asset
- Current license for Forklift, Reach, Walkie and Scissor Lift would be considered an asset

Experience & Skills:

- 1-2 years of experience in a quality control/food safety role (produce industry preferable)
- Knowledge of production processes as they pertain to food manufacturing/processing
- Knowledge of document control practices
- Understanding of manufacturing equipment as it pertains to the food industry, specifically packaging equipment is an asset
- Excellent communication skills (written and verbal)
- Proficiency in MS Office Suite products
- Knowledge of inventory management software is an asset
- Strong organizational skills and ability to multi-task and problem solve
- Knowledge of ERP systems, specifically Famous would be considered an asset
- Some flexibility and willingness to work overtime as required, including evenings and weekends

PRINCIPAL RESPONSIBILITIES

1. Continuous maintenance of EarthFresh Food Safety program.
2. On-line verification of chemical concentrations (hourly).
3. On-line CCP (Critical Control Points) monitoring (hourly).
4. Daily GMP (Good Manufacturing Practices) checks on production floor, shipping area, and cooler.
5. Identification of deviations and implementing corrective actions.
6. Prepare production plant for regular audits, including resolution of orders, compliance with issued corrective actions.
7. Oversee and initiate food safety training with staff.
8. Set up and operate production metal detectors and chemical dispensing units.
9. Monitor output and quality of product as per EarthFresh or customer requirements.
10. Communicate to Production Managers and/or associates regarding the requirements and/or needed changes to grading processes to achieve quality expectations.
11. Enter tags into repacks and create output tags as required.
12. Other duties as required by Food Safety Manager.