



JOB DESCRIPTION

FOOD SAFETY & QUALITY TECHNICIAN

OBJECTIVE

This multi-faceted role has the employee working in several different areas within the production area at EarthFresh Burlington and Millgrove (as required). Reporting to the Food Safety & Quality Assurance Manager, the Food Safety & Quality Technician will be responsible for the day-to-day administration of food safety/quality protocols, procedures and processes.

QUALIFICATIONS

Education:

- High school diploma or equivalent
- Strong knowledge of Hazard Analysis Critical Control Points (HACCP), Food Safety and Occupational Health and Safety
- Current license for Forklift, Reach, Walkie and Scissor Lift would be considered an asset

Experience & Skills:

- 2-3 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
- A high degree of flexibility and willingness to work overtime as required, including evenings and weekends

PRINCIPAL RESPONSIBILITIES

1. Continuous maintenance of EarthFresh Food Safety program at EarthFresh Burlington facilities and Millgrove (only as required).
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. Monthly building maintenance checks of the entire building (internal and external).
6. Ensure that facility is free from brittle plastic materials and glass by conducting regular inspections.
7. Coordinate calibrations for equipment in production (scales, metal detectors etc.).
8. Environmental testing for food contact and non-food contact in facility as required.
9. Test water in facility twice per year to ensure compliance.
10. Identification of deviations and implementing corrective actions.
11. Prepare production plant for regular audits, including resolution of orders, compliance with issued corrective actions.
12. Oversee and initiate food safety training with sanitation staff.
13. Annual GMP refresher training with all staff at EarthFresh and maintenance of training logs.
14. Set up and operate production machines/ equipment as required to maintain product specifications as per EarthFresh requirements.
15. Monitor output and quality of product as per EarthFresh requirements.
16. Communicate to Production Managers and/or associates regarding the requirements and/or needed changes to grading processes to achieve quality expectations.
17. Other duties as required by the Food Safety & Quality Assurance Manager.