JOB DESCRIPTION

COMPANY: The Nunes Company

DATE: March 2019

JOB TITLE: Food Safety Coordinator

REPORTS TO: Food Safety Manager

EXEMPT: No

SUPERVISORY RESPONSIBILITY: No

SUMMARY: The Food Safety Coordinator is primarily responsible for collecting water, soil and field product samples. This position will spend the majority of the time in the field and harvesting operations. They work among the Safety Department as a team to monitor and evaluate the workplace to ensure compliance and safety standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following as well as other duties and responsibilities, which may be assigned.

- Collects water, soil and field product samples.
- Interacts with growers and harvest personnel to ensure practices comply with Food Safety standards.
- Ensure all company food safety policies, SOP’s and SSOP’s are being followed.
- Maintains necessary compliance paperwork related to food safety.
- Trains and effectively communicates food safety policies to all company employees and growers.
- Helps to establish sanitation program/standards that are consistent with GFSI standards, current Good Manufacturing Practices and all Federal, State and Regulatory requirements.
- Conducts routine equipment swabbing and analyze results.
- Conducts internal audits based upon multiple audit schemes; develops and implements corrective action plans.
- Follows company policies and practices while representing company in an ethical and business-like manner in all interactions with employees, government agencies, growers, customers, etc.

OTHER QUALIFICATIONS AND SKILLS

- Must have a good understanding of the agricultural and cold warehousing operations of a grower-shipper company.
- Ability to identify safety and health hazards and recommend improvements to identified unsafe conditions, materials, equipment, etc.
- Knowledge of regulations relating to food safety and safety (ie OSHA, DOT, LGMA, GFSI).
• **Bilingual English/Spanish preferred**
  • Ability to identify and resolve problems independently and with sound judgment.
  • Computer literate knowledge and proficiency of MSOffice (Outlook, Word, Excel, and PowerPoint) programs.
  • Displays excellent written and verbal communication skills.
  • A proven ability to work with a variety of people and work in a fast-paced environment.
  • Excellent interpersonal skills necessary to interact effectively with individuals at all levels of the company.
  • Consistently demonstrates accuracy, thoroughness and dependability.
  • Establishes and maintains effective channels of communications with internal and external contacts.
  • Self-starter and works under minimum supervision.
  • Must possess a current valid driver’s license and maintain a clean driving record.

**TRAVEL**

Incumbent will be required to travel to multiple locations throughout California, and will be required to relocate to the Yuma Arizona area during the growing/harvest season, December through March or as needed.

**PHYSICAL DEMANDS:** physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit. Employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop kneel or crouch.
  • Employee must occasionally lift and/or move up to 20 pounds as well as push/pull up to 10 pounds.
  • Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
  • Position requires regular use of computer and frequent use of phone.

**WORK ENVIRONMENT:** work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to the risk of electric shock.
  • Employee will be constantly driving an automatic transmission vehicle and rarely driving a standard transmission vehicle.
  • Noise level in the work environment is moderate.
  • The work environment is both indoors in a typical office setting as well as outdoors in the fields.