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| **Job Title** | Food Safety Coordinator and Co-Production Manager |
| **Department** | Production |
| **Reports to** | Senior Management |

1. **Position Responsibilities**
* Primary responsibility is to coordinate and manage all aspects of the Food Safety Program and maintain SQF certification (audit ready at all times).
* Understand, follow, and abide by all policies and practices that apply to this position set forth by MTS Gourmet, LLC including but not limited to: Employee Handbook, QA, OSHA, SQF, GMP, FSMA, HACCP.
* Co-PCQI
* Co-Manager for Sanitation, Production, Warehouse, Shipping and Distribution.
* Work with co-workers to monitor and maintain inventory.
* Supervise and manage staff during production and sanitation.
* Supervise and manage staff and perform tasks as needed during receiving and shipping.
* Monitor and maintain production speed to meet production goals within the specified time goals but always with food safety as the number one priority.
* Complete all forms associated with this job position and obtain senior management signatures in a timely fashion when required. This includes but is not limited to QA, GMP, recall/traceability and SQF documentation.
* Complete all tasks on the uniquely created “To Do” List for the person filling this position.

1. **Primary Objectives**
* Commit to a culture of food safety by diligently following all Good Manufacturing Practices (GMPs) and vigilantly encouraging others to do the same.
* Protect yourself and others by working safely.
* Embrace open communication – if you see something, say something.
* Contribute to an employee-oriented company culture that emphasizes quality, continuous improvement, and high performance.
* Be enthusiastic.
1. **Work Experience Requirements for This Role**
* Previous experience at MyThreeSons Gourmet in the production area or prior job or internship experience in this role at another manufacturing facility. (Preferred- not mandatory.)

1. **Essential for Role Function**

*(Specify minimum requirements)*

[x]  Working knowledge of, application of, and ability to create FSMA & SQF plans & willingness to learn SQF code.

[x]  Strong interpersonal skills and the ability to work effectively with employees, customers, vendors and management.

[x]  Effective problem solver with the ability to work independently.

[x]  Possess strong leadership skills.

[x]  Strong organizational skills and attention to detail.

[x]  Must have the ability to make sound decisions, capable of communicating and reporting functions both verbal and written.

[x]  PC Experience

[ ]  Advanced **[x]** Intermediate [ ]  Entry

[ ]  Microsoft Office (Word, Outlook, PowerPoint, Excel)\*

[ ]  Advanced **[x]** Intermediate [ ]  Entry

\*Strong understanding of basic Excel formulas is needed to maintain inventory and order systems.

1. **Education/Skills**

*(Please check applicable boxes)*

[ ]  Masters [x]  BS/BA\* [x]  HS/GED\*\* [ ]  Other

**Description:**

\*BS in Food Science Preferred

**\*\*** High School, GED or work experience that leads to adequate skill level and/or the ability to learn all skills necessary to satisfactorily perform all job duties.

1. **Training Needed Upon Hire**

*(Please check applicable boxes)*

[x]  SQF\* [x]  HACCP [x]  OSHA [x]  Pallet / Forklift [ ]  Driver

[x]  GMP [x]  Food Safety & Security [x]  Emergency Preparedness

[x]  PCQI [ ]  Other \_\_\_\_\_\_\_

\*See Individual Training Log Master for detailed training requirements for this job position. On the job training/demonstration will be provided for some duties.

1. **Responsibility for FOOD SAFETY & SECURITY**

***(Specify level of responsibility)***

[x]  High (Management & Operations) **[ ]** Medium (Administration) [ ]  Low (Off-site)

1. **Back-up Person:** Co-Production Manager or Senior Management
2. **Special Requirements:** Willingness to step into multiple job positions if needed, ability to multi-task and stand for long periods. As a small company, MTS asks all employees to be cross-trained and perform multiple job duties that will fall outside the strict definition of Food Safety Coordinator.

***MyThreeSons Gourmet, LLC*** *is an equal employment opportunity employer and considers qualified applicants for employment without regard to race, gender, gender orientation, gender preference, gender identity, age, color, religion, national origin, marital status, disability, sexual orientation, or any other protected factor.*

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| **DISCLAIMER:** Although **MyThreeSons Gourmet, LLC** has attempted to accurately and thoroughly describe this position, **MyThreeSons Gourmet, LLC** reserves the right to change the description, including to change, add to or subtract from the duties outlines, within the sole discretion of the company, at any time, with or without advance notice. |

**Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVAL**

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| **Approved By: SQF Practitioner** | **Signature** | **Date** |
| Dr. Cheryl Mitchell Barnett | Dr. Cheryl Mitchell Barnett | 5-12-21 |

**DOCUMENT CHANGE HISTORY**

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| **Date** | **Version** | **Reason for Change** | **Approval** |
| 5/12/21 | 01 | New document | CMB |
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