



## Job Description

**Position Title:** Food Safety Manager  
**Supervisor's Title:** Director, Loss Prevention and Food Safety  
**Status:** Active  
**FLSA Status:** Exempt

**Major Functions:**

- To support the food safety function and SQF certification across the organization.

**Accountabilities:**

- Verifies that all Food Safety, Quality Assurance and Regulatory programs are functioning as designed, being followed and correctly documented
- Oversees the Approved Supplier Program to ensure product meets quality and safety requirements. This will include working with the Procurement team to establish specifications, reviewing supplier history, conducting supplier audits as necessary, and managing product testing for quality and safety.
- Coordinates and manages GFSI and third-party audits and all associated SOPs.
- Audit all operations for compliance to 3rd party audit requisites and customer food safety programs. Escalate unresolved items and drive improvement through corrective action follow up.
- Provides leadership in the development, training, execution, and verification/validation of all site food safety, quality, and sanitation systems
- Define standards and best practices for effectively and efficiently completing sanitation activities
- Create and manage SQF systems for all SQF certified facilities
- Perform internal audits at all managed facilities.
- Design, develop and implement food safety training programs.
- Conduct monthly management review of the food safety & SQF system.
- Train and develop SQF practitioners at all certified facilities.
- Lead FDA/USDA compliance activities at all locations.
- Develop quality programs as appropriate.
- Provide reporting monthly for management on system performance, compliance, and non-conformities.

**Required Qualifications:**

- Bachelor's degree in food safety, biology, chemistry, or other suitable degree.
- 5 years of experience with GFSI certifications (SQF, BRC, FSSC 22000, etc.).
- Training and Experience as lead SQF Practitioner.
- Certified HACCP or Seafood HACCP
- Preventive Controls Qualified Individual

**Desirable Qualifications:**

- Bi-lingual (Spanish)

**Dimensions:**

- Multiple buildings, over 1.3 million square feet
- Travel required 20% of the time

**Direction/Responsibility:**

- Work under the supervision of the Director, Loss Prevention and Food Safety

**Date Last Modified:** 2/1/23

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