

Job Description: HACCP COORDINATOR



JOB DESCRIPTION

Job Title: HACCP COORDINATOR

Department: QUALITY ASSURANCE

Reports to: QA MANAGER

We are searching for an experienced, highly motivated **HACCP Coordinator** responsible for ensuring food quality and safety needs are met in the areas of policy, program, compliance, procedure and implementation. This position is based in Surrey, BC.

Key Tasks & Responsibilities:

- Manage & update the HACCP plan and pre-requisite programs according to the constantly evolving CFIA and BRC standards.
- Act as a primary contact for CFIA on daily issues, critical issues will include the Manager of Manufacturing
- Conduct onsite inspections to ensure that all employees adhere to the Quality assurance programs and follow good manufacturing practices (GMPs).
- Perform internal audits on the HACCP plan and all pre-requisite programs to check for effectiveness and deficiencies of the program.
- Investigate all deviations in compliance with the food safety and quality systems. Create deviation reports; propose & enforce preventative measures to prevent recurrence of deviations.
- Perform risk assessments to identify hazards and determine their impact on food safety, legality or quality and design appropriate control procedures to minimize the risk.
- Prepare and participate in all audits performed by CFIA & BRC.
- Ensure that monthly testing as per CFIA requirements is done and deal with any issues as required.
- Ensure that all weekly, monthly and annual tasks are performed and followed up with – thermometer calibrations, boiler water checks, chemical titrations etc.
- Maintain recall policies and conduct mock recalls to test the recall policies.
- Facilitate monthly HACCP meetings to discuss food safety and quality issues with supervisors from various departments.
- Perform label reviews & approval of both color printed labels and in-house printed labels. Ensure that the labels meet labelling regulations of CFIA and USDA.

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- Perform revision on manufacturing and packaging batch and ensure all recipes are up to date.
- Perform training of all new and existing employees as well as contractors on all food safety and quality policies.
- As part of the supplier approval and monitoring program, request updated supplier spec sheets, allergen checklists and letter of guarantees for all ingredients and materials received.
- Act as a primary contact for vendors of cleaning chemicals, boxes, labels and pest control.
- Maintain customer complaint reports and perform trending on customer complaints.
- Perform verification of Critical Control Points.
- Review plant schematics and ensure they are up to date.
- Participate in various QA projects to improve compliance and operational efficiency.
- Responsible for doing export paperwork for shipments going across the US border.
- Oversee sanitation and pest control activities.
- Oversee maintenance tasks & procedures.
- Develop a customer centered plant tour program and conduct plant tours that engage and inform the audience appropriately
- Attend CFIA, FDA, USDA Webinars and BC Food Processers information sessions to educate myself on evolving laws for compliance of the company.
- Attend and help at trade shows to build customer relations and look for innovative ideas for food technology to help keep us on top of the manufacturing industry.
- Keep up to date with the Manual of procedures for meat processing and exporting.
- Other duties assigned.

You should have completed a food science or microbiology related diploma / degree

- **You have training in HACCP, BRC/SQF and GMP programs**
- **You have experience in the meat/food processing sectors**
- **You have great attention to detail and the ability to work independently**
- **You possess strong interpersonal & communication skills**
- **You are proficient with computer programs.**

Please e-mail your resume, cover letter and salary expectations to mprasad@yournaskitchen.com by March 30, 2018. No phone calls please. Only candidates selected for interviews will be contacted. Thank you.