



JOB DESCRIPTION

Food Safety Manager

Now hiring for September 2016!

Job Classification: Full time/Exempt

Help us change the economic landscape of Mississippi by making our local food system safer and more accessible to our local farmers and consumers!

SUMMARY:

Up in Farms Food Hub seeks a **Food Safety Manager** to develop, manage, and document appropriate food safety practices for a produce production facility and its supply chain. The Food Safety Manager will be responsible for developing a supply-chain Quality Management System, establishing and maintaining food safety standards and certification at the food hub, and monitoring the certification and practices of our producers and truck drivers. The Food Safety Manager will work with other managers at the hub to create an “ecosystem of food safety.” Food Safety Manager will also be expected to develop food safety training curriculum and lead training exercises and workshops to farmers and hub workers. In addition, the Food Safety Manager will have the following work duties and responsibilities:

LEVEL OF EDUCATION:

Bachelor's Degree or higher

DUTIES AND RESPONSIBILITIES:

- Maintain documentation and conduct in-house audits of the food hub facility to ensure proper standards and handling practices are both executed and documented according to GHP (Good Handling Practices) standards;
- Make scheduled visits to producer farms to provide feedback, strategize and routinely audit producer practices;
- Investigate all recall issues and conduct mock recalls on a regular basis;
- Maintain communication with Quality Assurance personnel and train production personnel on GHP's and eventually GMP's (Good Manufacturing Practices);
- Plan and conduct seminars and workshops for in-house employees and producers to educate them on the most recent food safety policies and procedures;
- Stay up to date and informed on all food safety requirements from governmental agencies and buyers and communicate this to upper management in a timely manner;
- Support other operations as needed within the supply chain;
- Job will be based in Jackson, but will include travel to audit/inspect farms throughout Mississippi and to attend national/regional training seminars, workshops, and conferences;
- Manage application and implementation of grants related to food safety.

SKILLS AND ABILITIES:

- Min. 2 years experience with process mapping or systems auditing
- Some experience in quality assurance, quality management systems, HACCP planning, food product development or plant operations a plus
- Experience with FSMA (Food Safety Modernization Act), GAP, or GFSI is a plus
- Ability to successfully manage multiple projects in a fast-paced environment
- Exceptional communication skills, analytical skills, and attention to detail required
- Grant-writing experience preferred
- Teaching experience preferred
- Microsoft Word, Excel and PowerPoint

WORK CONDITIONS:

This position will require time split between working in an office and warehouse setting as well as working in the field with our producers. It is understood that a work week between 45-50 hours is expected and mandatory. Hours worked must reflect the actual time required for successful completion of all projects and submission of required deliverables.

REPORTING RELATIONSHIPS:

- The Food Safety Manager will report to the General Manager and the Managing Partner
- The Food Safety Manager will have working relationships with all Up In Farms employees

Up in Farms Food Hub will provide additional training as necessary for qualified candidates.

Please submit job inquiries, including a cover letter and resume, to Terry Sullivan at terry@upinfarms.com.

This job description is not designed to cover or contain a comprehensive listing of all duties, activities or responsibilities that are required for this position. Duties, activities and responsibilities required for this position may change at any time with or without notice. The Food Safety Manager is to be held to the same conduct and behavior standards to which all Up In Farms employees are to adhere.

EMPLOYEE SIGNATURE

DATE