

Rejuvenate



Job Description

Operations Department

Position **Food Quality, Safety, & Compliance**
Reports to **Operations General Manager**

Duties and Responsibilities

1. Maintain SOPs and documentation for compliance with food safety, quality, and food defense programs.
2. Assess supplier and ingredient quality, food safety, food defense, and various certification processes and documentation.
3. Review shipments of received goods and evaluate products for applicable food safety and regulatory testing requirements that may involve outside specialists and laboratories.
4. Address questions from within the company and from customers.
5. Documentation supporting regulatory requirements for imported and exported orders. Help manage organic transaction documents and export paperwork from the organic certifier for international customers.
6. Provide documentation required including specification sheets, food safety questions, certificates of analysis, and other product and quality-specific documentation.
7. Assist Quality team with customer quality and food safety issues.
8. Attend authorized training(s) concerning food safety and regulatory compliance issues.
9. Some travel to supplier facilities as necessary for company, third party, and regulatory inspections.
10. Assist in label reviews and regulatory compliance.

Job Requirements

1. Education and experience sufficient to assume responsibilities assigned. BS/BA in Food science, engineering, microbiology, biology, or other life science
2. Equivalent professional experience such as 3 years in-plant food industry responsibility in production QC. Knowledge of HACCP and/or FSMA training
3. Good judgment in handling proprietary and confidential, information
4. Excellent written and verbal communication skills
5. Must be a team player
6. Computer skill and willingness to adapt to the company systems
7. Sound moral and ethical professional practices

Rejuvenate



This job description is not intended to be all-inclusive or a complete explanation of duties. Employees are required to perform duties as assigned by their supervisor or management. Eden reserves the right to modify job duties and responsibilities as needed. Job descriptions do not constitute or imply an employment contract.