

Rejuvenation



Job Description: Food Quality, Safety, and Compliance Specialist

Department: **Quality Control and Regulatory**

Reports to: **Operations General Manager**

MAJOR FOCUS

Remain up-to-date on current food, labeling, and packaging regulations; as well as relevant technical details concerning food and food processing.

DUTIES AND RESPONSIBILITIES:

- A) Assist in the review of labeling for accuracy and regulatory compliance.
- B) Assist in maintaining SOPs for processing documentation by production staff.
- C) Maintain and assess supplier and ingredient quality, food safety, food defense, and various certification processes and documentation.
- D) Assist in completing documentation to support regulatory requirements for imported and exported orders. Help manage organic transaction documents and export paperwork from the organic certifier and international customers.
- E) Review shipments of received goods and evaluate products for applicable food safety and regulatory testing requirements that may involve outside specialists and laboratories.
- F) Help in addressing customer, and interdepartmental questions.
- G) Assist customer service with customer documentation requirements including specification sheets, food safety questions, certificates of analysis, and other product and facility-specific documentation.
- H) Assist Quality team with investigations of customer quality and food safety issues.
- I) Attend authorized training(s) concerning food safety and regulatory compliance issues.
- J) Some travel to supplier facilities as necessary for company, third-party, a regulatory inspections.

JOB REQUIREMENTS

- A) BS/BA in Food science, engineering, microbiology, biology or other life science, or the equivalent such as 3-year in-plant experience in the food industry, production, or quality related roles. Knowledge of HACCP and/or PCQI training a plus.
- B) Good judgment in handling proprietary and confidential, information
- C) Excellent written and verbal communication skills.

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D) Must be a experienced team member.

E) Good working knowledge of Microsoft Office, and have a willingness to learn necessary software apps.

This job description is not intended to be all-inclusive or a complete explanation of all duties. Employees are required to perform other duties as assigned by their immediate supervisor or Eden Management. Eden reserves the right to modify job duties and responsibilities as needed. This job description does not constitute a written or implied contract of employment.