

*Rejuvenate*



## **Job Description Operations Department**

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

### **Duties and Responsibilities**

1. Work with the Company's Quality, Safety, & Compliance (QSC) team, and other Departments, to maintain documentation, SOPs, and TraceGains data that comply with food quality, safety, and food defense programs suitable for Eden food items.
2. Help maintain and improve relationships with suppliers, certifiers, auditors, and government agencies.
3. Assess supplier companies and personnel, ingredients, food contact surfaces, and packaging materials to minimize contamination of food and ensure food safety, defense, certification, and documentation for the natural foods sold by the Company.
4. Genetically engineered items (GMOs) and their derivatives, as well as irradiated items must be avoided. The same for toxic chemicals, additives, and contamination by them of the foods we sell.
5. Study the goods and packaging materials, and their backgrounds, to evaluate which quality, food safety and regulatory requirements are applicable. Pure, delicious food is the goal.
6. Receive and help facilitate addressing questions from within the company and from the public about natural, organic, and non-GMO food as well as QSC issues that may arise.
7. Maintain documentation supporting the regulatory requirements for Company imported and exported items. Manage the organic transaction documents and export paperwork from the organic certifier for international customers.
8. Provide the documentation required including specification sheets, food safety questions, certificates of analysis, and other product quality documentation for the Sales Department and Company customers.
9. Assist the QSC team and the Company with customer quality and food safety issues.
10. Remain current about industry and regulatory developments that may affect the Company, its food items, and QSC issues. Attend authorized training(s) concerning food safety and regulatory compliance issues.
11. Travel to supplier facilities for company, third-party, and regulatory inspections.

*Rejuvenate*



12. Assist in label reviews and submissions for FDA, Dept. of Agriculture, organic, and non-GMO regulatory compliance.

#### **Job Requirements**

1. Education and experience sufficient to assume the responsibilities assigned. BS/BA in Food science, engineering, microbiology, biology, or other life science. Equivalent professional experience such as 3 years of in-plant food industry responsibility in production QC. Experience with HACCP and/or FSMA. Knowledge of organic, GMOs, agriculture, and food manufacturing and handling are a plus.
2. Good judgment in handling proprietary and confidential information.
3. Professional level written and verbal communication skill.
4. Being a team player.
5. Proficient computer skills and willingness to learn systems used by the Company.
6. Sound moral and ethical professional practices.

**\*\* 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 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. \*\***