

Feeding Southwest Virginia

Job Description

Position Title: **Food Safety/Regulatory Compliance Officer**
FLSA Status: Exempt
Salary Grade: 11
Department: Operations
Location: Salem Facility
Supervisor: Chief Operations Officer
Supervises: None
Revised Dated: 1/1/20

Position Purpose:

The Food Safety/Regulatory Compliance Officer will support the mission of Feeding Southwest Virginia and is responsible to establish, implement, and manage all aspects of a food/product, employee safety and regulatory compliance programs for Feeding Southwest Virginia. Responsible for policies and procedures relating to all outside regulatory agencies. To ensure compliance through development of a comprehensive program, this addresses all aspects of policies, procedures, and training of all personnel and volunteers. Responsible for the oversight of the Food Bank reclamation and quality assurance process.

Position Essential Functions and Responsibilities:

To be successful in this role, an individual must be able to perform in a satisfactory manner the functions or responsibilities listed below.

Position Responsibility (Expected Work):

1. As the Food Safety/Regulatory Compliance Officer, he/she will demonstrate a professional demeanor in interactions with all Feeding Southwest Virginia staff, agencies, program representatives and government officials in ensuring a compliant safe facility and environment.
 - Keep informed and consistently practice the policies and procedures of Feeding Southwest Virginia, Feeding America national office, USDA, FDA and government regulations pertaining to food handling, storage, sanitation and disposal.
 - Ensure facility compliance to Feeding America, VA Department of Agriculture and other health and safety regulatory bodies including that food and employee safety procedures are followed.
 - Possess knowledge of Feeding Southwest Virginia and all programs.
 - Complete ServSafe training within six months of employment and keep current.
2. The Food Safety/Regulatory Compliance Officer reports to the Chief Operations Officer, is a member of the management team and is responsible for overall food and employee compliance and safety.
 - Responsible for the coordination of all appropriate individuals to ensure that Feeding Southwest Virginia complies with Feeding America, FDA, and other governmental regulations and policies pertaining to food/product and employee or other related standards.
 - Responsible for process review of the Quality Assurance Department in the Salem and Abingdon branch locations.
 - Ensure that all health and safety standards are met according to established guidelines.
 - Ensure that Feeding Southwest Virginia operates in compliance with policies and procedures required by (by not limited to) Feeding America, FDA, OSHA, Health Department, USDA, VA Department of Agriculture, and other regulatory agencies.
 - Establish and Chair Food Safety and Employee Safety Committees.
 - Conduct on-going safety training programs in food/product and employee safety.
 - Review Quarantine storage to ensure FIFO inventory method is being maintained.
 - Validate Waste Control and Removal remains on-going to ensure Food Safety and eliminate potential contamination.
 - Ensure that all employees own and maintain current ServSafe and equipment certification cards, and other required documentation.

3. Under the guidance of the Chief Operations Officer maintains and follows effective processes for office communications and administrative procedures.
 - Establish, implement and maintain proper receipts, records, invoices, and other documents regarding product and employee safety.
 - Coordinate with Human Resources Director regarding employee programs, safety training and compliance.
 - Generate reports for Feeding America, VA Department of Agriculture, and other regulatory bodies, Chief Operations Officer and President and CEO as required.
 - Communicate and Coordinate any remedial needs as required. .
 - Review goals and objectives monthly to monitor and record achievement.
 - Maintain all required inspection reports.
 - Coordinate daily inspection review with Director of Warehousing, 3rd Party Reclaim Coordinator and QA Coordinator
 - Ensure daily EOD checklists are completed per policy.
 - Coordinate and/or participate in public relations and special event activities.
 - Ensure that departmental SOP's are current.

Diversity:

Demonstrate a core value of diversity by modeling and ensuring diversity and cultural competency (respect, inclusiveness, reflecting, valuing and welcoming of cultural differences) in all position responsibilities regardless of age, color, disability, gender, gender identity or expression, social class, marital status, national origin, race, ethnicity, religion, sexual orientation, veteran's status, nationality, age, language, origin or employment status.

Other functions:

- Promote a cooperative spirit within the organization and among internal and external participants.
- Perform other duties as assigned by the Chief Operations Officer, and the President and CEO

Interface: Responsible in maintaining positive relationships.

- Maintain and promote positive relations with Food Bank employees and keep them informed of policies and available products.
- Maintain positive relationship with Feeding America, VA Department of Agriculture, OSHA, and other regulatory agencies.
- Maintain positive relationship with individual and corporate donor contacts.
- Maintain positive operating relationship with tenants and vendors.
- Ensure positive relationship with Volunteers and Volunteer Coordinator for a positive volunteer experience.
- Interactions with member agencies, the general public, vendors, donors and key contacts.

Minimum Skills and Qualifications required to capably perform in this position.

Training, Education and Experience:

Education:

- Bachelor of Science Degree and/or equivalent demonstrated working knowledge of food safety handling procedures and regulations required.

Experience:

- Previous leadership experience with responsible decision making authority in the management and evaluation of work assigned to personnel required.
- Minimum of three years' experience in the food industry with responsibility for food safety and employee safety compliance required.
- Strong leadership skills, to include motivation, managing conflict, coaching/counseling, mentoring, etc. required.
- Must be certified (or become certified) as ServSafe Manager, HAACP, and Food Defense within 6 months of hire date.

Knowledge, Skills and Abilities:

- Able to work independently and to handle multiple priorities under minimal supervision.
- Position requires a high-degree of professionalism and trustworthiness.

- Demonstrated ability to work independently and meet deadlines while managing multiple tasks and changing priorities required.
- Strong interpersonal skills and ability to interact with internal and external audiences are required.
- Ability to develop and maintain productive working relationships with staff and from all areas of the organization is necessary.
- Strong customer service ethic is required.
- Able to work in a warehouse setting.
- Must be able to understand instructions and effectively demonstrate quality results.
- Possess a willingness to learn.
- Required attention to detail.
- Limited occasional evening and weekend work required for special events.

Allowable Substitutions: Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

Language Skills:

- Must have excellent written and verbal communication skills with demonstrated ability to communicate effectively and convey concepts in an understandable way.
- Ability to communicate effectively with all Board members and staff members.

Mathematical Skills:

- Ability to perform basic math functions.

Technical/Computer Skills:

- Proficiency required in the use of Microsoft Office Word, Excel and Outlook Software.
- Capable of learning and independently operating equipment required for the position including but not limited to printer, multi-use copier, and phone system.

Other Skills and Abilities:

- Ability to maintain confidentiality at all times.
- Ability to work with people of diverse backgrounds.
- Must be reliable and dependable.
- Maintain compliance with established Food Bank directives, policies and external regulations.

Licenses and Certificates:

Valid Driver's License and own transportation to work required. Maintain a safe driving record in driving company vehicles.

Team Commitment:

Considers the benefits and consequences to the team when taking action, openly shares ideas and information with others, effectively completes work activities with and through others, helps others achieve goals and complete work to meet the needs of the team and the organization. Criticizes actions, when necessary, not people and effectively negotiates win-win outcomes.

Flexibility:

Be willing to work overtime and mandatory days set forth by the organization on short-notice. Be willing to work flexible coverage as needed.

Physical Demands:

The demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the tasks outlined in this job description.

The position operates primarily in a warehouse environment internally and externally consisting of hot and cold temperatures monitoring and inspecting food safety and employee safety at both facilities. This position requires working in an office environment within the food bank sitting at a desk and in meetings for long periods of time and involves extensive computer work with frequent interruptions. Vision abilities required include close vision and the ability to adjust focus. Some travel for overnight trainings is required. Routine travel to meetings, functions, and special events is normal

which requires driving. Occasionally, may be required to respond to organizational needs outside of normal working hours. The employee may be required to push, pull, lift, and/or carry objects up to 30 pounds. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can hear and watch for traffic and normal hazards of a warehouse environment. Conducts work in a fast paced and deadline driven environment.

Work Environment:

Feeding Southwest Virginia is an equal opportunity employer and embraces a philosophy that recognizes and values diversity. Our goal is to attract, develop, retain and promote a talented diverse workforce in a culture where all employees will contribute to their fullest potential. This description provides information regarding the essential function of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments the individual may be given. This job description is not an employment agreement or contract.

I understand the requirements of the job.

Employee: _____
(Please print name)

Date: _____

(Employee Signature)

Supervisor: _____
(Please print name)

Date: _____

(Supervisor Signature)