Job Title: SQF Coordinator

SQF Coordinator Job Description

This is NOT an entry level.

Under minimal supervision the employee performs a full range of assignments within the Quality Assurance/Quality Control Department in correlation with the Quality Assurance Manager, VP of Operations and Third Party Consulting/Technical Support to perform Food Safety/Quality and SQF related guidelines Projects. Also, the SQF Coordinator is to have technical experience in FDA/USDA regulations to be able to conduct researches and ensure compliance with both agencies.

A. PURPOSE

To ensure the development, implementation, overview, review and maintenance of the SQF System, including the food Safety fundamentals, food safety plans and food quality plans

B. DUTIES

General Overall Duties (1-10 listed below)

1. Follows and enforces employee’s safety procedures
2. Report any unsafe conditions to immediate supervisor or manager
3. Follow, Monitor, and Enforce all food safety procedures
4. Follows and enforces SQF requirements (Facilities, Equipment, SSOP, SOP, GMP’s, and ETC)
5. Follows and enforces USDA & FDA guidelines and regulations.
7. Data Trend Analysis
8. Risk Assessments/analysis
   ➢ Must possess the abilities to conduct a adequate microbiological, chemical and physical risk assessments for all new and existing suppliers, ingredients and internal processes.
9. USDA/FDA
   ➢ Candidates must possess a fundamental understanding of FDA, FSIS-USDA regulations through Regulatory Requirements for Meat/Poultry Food Products.
   ➢ Keep up to date on all relevant changes (on both agencies) that might directly or indirectly affect the company and/or individual food products.
   ➢ Review and approve new and existing product labels to ensure adequacy
   ➢ Coordinate the company’s Labels Approvals process for all products
10. Others
   ➢ Familiar with GMO Guidelines
   ➢ Familiar with Organic Guidelines
   ➢ Assist the R&D and Quality Assurance Management Team on new and existing products shelf life studies and miscellaneous food safety/quality projects
   ➢ Etc.

Some of the duties of this position are those described below. This job description does not state or imply that the duties listed are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management.

Position Area Duties (1-16 listed below)

1) Lead the development and implementation of food safety fundamentals
2) Oversee the development, implementation, review and maintenance of the SQF System, including food safety fundamentals
3) Take appropriate action to ensure the integrity of the SQF System
4) Communicate to relevant personnel all information essential to ensure the effective implementation and maintenance of the SQF System.
5) The SQF Coordinator holds a position of responsibility in relation to the management of the supplier’s SQF
6) Have an understanding of the SQF Code level III and the requirements to implement and maintain SQF System relevant to Del Real Foods scope of certification.
7) Schedule, coordinate and execute continuous SQF related training to personnel and keep training records readily available.
8) Support Production in the application of the SQF rules by the employees
9) Train and supervise management employees that have a role in the SQF Program to ensure their good understanding of the rules and development as a team of the best control measures possible
10) Work with the philosophy of continuous improvement
11) Plan, organize, direct, control and evaluate activities related to the Safe Quality Food (SQF) program
12) Ensure that SQF rules are being respected rigorously
13) Develop, maintain, validate and revise annually the SQF 2000 Program
14) Participate and take the lead in the company’s internal audits
15) Train and supervise quality assurance technicians in the application and/or monitor the SQF controls
16) Flexible hours and able to be contacted via the company’s phone.

Specific Skills and Abilities Required
1) Knowledge of HACCP and GMP’s required for employee practices in a USDA Establishment.
2) Knowledge of Microsoft Word, Excel (specially proficient using Excel formulas) and electronic communication tools
3) Data Trending Analysis
4) Ability to analyze and make decisions
5) Functional bilingualism (ability to speak and/or understand English and Spanish) a strong asset
6) Energetic, Committed, Flexible and have the ability to work in a team environment
7) Good verbal and written communication skills
8) Strong knowledge of company employee policies.

C. EDUCATION/EXPERIENCE
1. Bachelor’s Degree in Food Science or similar field
2. Minimum 5 year experience on the field (Food Industry)
3. Bilingual (English/Spanish)

D. Tools
1. Del Real Foods will provide employee with necessary tools to perform assigned job tasks as needed

E. Physical Requirements (All requirements are subject to possible modification to reasonably accommodate individuals with a disability.)

1. Physical activities of this position. (Check ALL that apply.)
   - Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
   - Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
   - Stooping: Bending body downward and forward bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
   - Kneeling: Bending legs at knee to come to a rest on knee or knees.
   - Crouching: Bending the body downward and forward by bending leg and spine.
   - Crawling: Moving about on hands and knees or hands and feet.
   - Reaching: Extending hand(s) and arm(s) in any direction.
   - Standing: Particularly for sustained periods of time.
   - Walking: Moving about on foot to accomplish tasks, particularly for long distances.
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole arm as in handling.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly or quickly.

Hearing: Noisy environment.

Vision: Close work.

Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers.

2. Degree of physical exertion required for the position. (Check ONE.)

Sedentary Work: Exerting up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Light Work: Exerting up to 20 lbs. of force occasionally and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Medium Work: Exerting up to 50 lbs. of force occasionally and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Heavy Work: Exerting up to 100 lbs. of force occasionally and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

Very Heavy Work: Heavy Work: Exerting in excess of 100 lbs. of force occasionally and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

3.) Environmental conditions the employee will be subject to in this position. (Check ALL that apply.)

Inside environmental conditions: Protection from weather conditions, but not necessarily from temperature changes.

Outside environmental conditions: No effective protection from weather.
Both environmental conditions: Activities occur inside and outside.

Extreme cold: Temperatures below 32 degrees for periods of more than one hour.

Extreme heat: Temperatures above 100 degrees for periods of more than one hour.

Noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

Vibration: Exposure to oscillating movements of the extremities or the whole body.

Hazard: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

Atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

Oils: There is air and/or skin exposure to oils and other cutting fluids.

Humidity: Exposure to humid conditions ranging from 70 to 92 percents.

Respirator: Use is required.

None: No substantial exposure to adverse environmental conditions (such as in typical office or administrative work).

4. PRIMARY CONTACTS

A. CONTACTS

1. Inside the Company:
   A.) Director of Quality Assurance
   B.) Quality Assurance Manager
   C.) VP of Operations

2. Out of the Company:
   A.) None

B. SUPERVISION

1. Directly Supervises: None
2. Indirectly Supervises: All Processing Areas