

HACCP Coordinator

Job Summary

This position will be involved in all activities pertaining to the development, documentation, implementation and staff training of the Company's HACCP and food safety programs.

Length of Term: 6 Months

Direct Report: Quality Assurance Manager

Department: QA

Primary Duties and Responsibilities

This position will be responsible for the following:

- Development, documentation, implementation and staff training of the production facility's HACCP plan.
- Development, documentation, implementation and staff training of the Company's other food safety programs, policies and procedures.
- Scheduling and coordinating validation trials and mock recalls in regards to the HACCP program leading to reassessment and, where necessary, improvement of established processes.
- Performing data trend analysis using statistical tools, reviewing and monitoring any deviations leading to the improvement in staff training and prevention strategies.
- Ensuring management team is appraised of the status of any food safety system issues.
- Assisting the Quality Assurance Manager with customer and third party audits.
- Liaising with other departments, customer representatives and government regulators on current policies, procedures and legislative requirements in HACCP and other food safety programs.

Minimum Job Requirements

- Post secondary accreditation in Food Science, Biology or Microbiology
- 5 years technical experience in a food based manufacturing facility with an emphasis on developing and managing HACCP and other food safety programs
- Excellent working knowledge and understanding of HACCP, FDA and CFIA regulatory compliance, federal guidelines and their relevance in secondary food processing
- Familiarity with Microsoft Office applications
- Strong analytical skills and experience
- Strong communication skills
- Highly organized and detail oriented

Please forward your resume to anastasia@daiyafoods.com by August 6, 2010