



JOB DESCRIPTION

JOB TITLE: Food Safety Supplier Compliance Manager
EXEMPT: Yes, Full time, 40 hours/week
DEPARTMENT: Food Safety

DATE: 4/2022
REPORTS TO: Food Safety Director

SUMMARY: Under minimal supervision, conduct supplier food safety evaluations in relation to Markon's Food Safety program requirements and provide general support to the department for food safety related tasks and responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, and other duties as may be assigned:

SUPPLIER EVALUATIONS

- Work with Markon's Food Safety Director to identify suppliers for initial and ongoing evaluation.
- Conduct detailed evaluation of supplier documentation (food safety audits, assessments, documentation, etc.) based on assigned location(s) and product(s) information, with strict attention to detail.
- Provide clear and concise evaluation reports identifying and communicating questions, requests, corrective actions, or immediate concerns, and develop timelines with supplier and Markon Food Safety Director for follow up.
- Prepare correspondence related to corrective actions, audit compliance, timelines for required activities, etc.
- Receive, review, and manage supporting food safety documentation and follow up with suppliers to ensure questions, requests, corrective actions, concerns are appropriately addressed and/or implemented.
- Assists with Supplier compliance to Markon GS1-128 labeling standards and program.
- Works with Food Safety Coordinator to schedule and conduct mock training exercises with Markon suppliers.
- Regularly provide input and recommendations for the management of Markon's food safety database.
- Stay engaged with produce food safety best practices and regulatory requirements as they evolve with emerging food safety research in collaboration with the Markon Food Safety department, to ensure the integrity of Markon's Food Safety program.
- Assist in assigning and scheduling onsite assessments/audits of supplier operations.
- Occasionally conduct onsite assessments/audits of supplier operations.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations.

EDUCATION AND/OR EXPERIENCE

- Any combination of education and experience that provide the skills needed to successfully complete the essential functions; typically, through a Bachelor's degree and a minimum of 3 years food safety experience required.
- Relevant food safety certifications including but not limited to- HACCP, Preventative Controls Qualified Individual, PSR Grower Safety.

COMPUTER SKILLS

- Strong computer skills, including Microsoft Office, Outlook (heavy email communication, management, tracking & follow-up), Word and Excel (database management, tracking, updated, filtering, sorting, not afraid of managing large spreadsheets) and online file sharing with the ability to quickly learn specific software.

COMMUNICATION SKILLS

JOB DESCRIPTION

JOB TITLE: Food Safety Program Manager

- Ability to respond effectively to basic inquiries from the supplier, co-workers, and business affiliates via phone and email and to write clear reports, business correspondence (formal emails) and procedures. Spanish is a plus but not required.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, draw valid conclusions and resolve issues independently and with sound judgment.

REQUIRED COMPETENCIES:

- **Job Expertise** – Demonstrates competency in job knowledge and essential responsibilities.
- **Communication Skills** - Demonstrates effective oral and written communication skills, as well as listening skills.
- **Customer Service Skills** – Demonstrates tact, courtesy and attention with internal and external contacts.
- **Judgment & Problem Solving** - Decisions and actions are sound, evaluates solutions and selects appropriate courses of action, involving others as necessary.
- **Planning & Organizing** – Develops daily goals, timelines and short- and long-range goals and uses various tools to enhance personal effectiveness and team success.
- **Teamwork & Interpersonal Skills** - Builds an environment that fosters teamwork and positive, supportive cooperation.
- **Reliability** - Consistently demonstrates accuracy, thoroughness, professionalism and dependability, ensures work is completed in a timely manner.
- **Leadership Skills** – Models high standards of leadership; willingly exerts extra effort as needed to get the job done, delegates as appropriate, demonstrates ‘big picture’ thinking, commitment and flexibility.

WORKING CONDITIONS: working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ENVIRONMENT

- Approximately 95% of the time performing job duties is spent indoors in a standard office environment.
- Approximately 80% of the time is spent on the computer and telephone.

PHYSICAL DEMANDS

- **Occasionally:** bend, twist, push, pull, climb, squat, crawl, kneel.
- **Frequently:** sit, reach with hands and arms; climb or balance; stand and walk; grasp with hands and fingers; and lift up to 10 pounds.
- **Continuously:** use hands to finger, handle or feel objects, tools, or controls; see (including close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus), hear and speak; key (i.e., computer, calculator, telephone).

TRAVEL

- Minimal routine travel within proximity to the regular assigned work location; occasional travel to regional supplier facilities and trainings.

LOCATION

- Position has option of West Coast-remote based with monthly travel to our Salinas office.