

Rhode Island Community Food Bank

Job Description



Position Title: Food Safety Coordinator
Reports To: Director of Facility
Status: Non-exempt (hourly)

Our Mission: The Rhode Island Community Food Bank works to improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Position Summary: The Food Safety Coordinator reports to the Director of Facility and works across all of the Operations and Programs teams to develop and coordinate the Food Safety Program for the Food Bank including writing and coordinating implementation of the Food Defense Plan, the Food Safety (HACCP) Plan and the AIB compliance program. The Coordinator is responsible for knowing all AIB, Department of Health, Feeding America and Office of Food Protection regulations regarding handling and distributing food. The position develops the training and audit schedules with the management team and ensures that they are implemented and documented. The position also coordinates all corrective actions relating to Food Safety Compliance.

Duties and Responsibilities:

1. Works with management team to develop written AIB compliance program and keep it under constant review and updated.
 - a. Coordinates programs including: the Administrative, Training, Material Safety, Cleaning, Pest Management, and Preventative Maintenance Programs.
 - b. Collaborates with other departments about compliance issues.
 - c. Responds to staff food safety and AIB program questions and concerns around rules, regulations, policies, procedures, by evaluating the concern and making recommendations.
 - d. Monitors, and as necessary, coordinates compliance activities of other departments to remain abreast of the status of all compliance activities.
 - e. Identifies potential areas of compliance vulnerability and risk; develops/implements corrective action plans for resolution of problematic issues, and provides general guidance on how to avoid or deal with similar situations in the future.
2. Track and files all AIB paperwork and documentation
 - a. Works with all operations and programs teams to collect all paperwork and documentation, maintaining filing system, reports, forms and compliance records.
 - b. Keeps all forms updated and accurate.

- c. Addresses any lapses in paperwork and record keeping.
 - d. Reviews all documents and identifies areas for corrective actions and improvement.
3. Develops and annually reviews the Food Defense Plan.
 4. Develops and annually reviews the Food Safety Plan.
 5. Responsible for writing manuals, SOPs and programs for the Food Safety Program, including training materials, power points and procedure reviews.
 6. Other duties as assigned, including facility backup such as opening and closing the building, event management and coverage and systems upkeep.

Skills and Qualifications:

- A Bachelor’s degree.
- Experience implementing Food Safety Programs in a Food Distribution setting.
- Experience managing programs in a warehouse.
- High level writing skills with the ability to write process manuals and SOPs
- Current Food Safety Certification & Food Defense Certification or ability to secure.
- Experience with program development and effective problem solving skills and the ability to quickly asses issues and develop new strategies.
- High proficiency with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.
- Ability to manage multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively when speaking and in writing using standard forms of professional and office communication.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in an office using computers and phones extensively and walking through/working a warehouse environment, and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons. May lift, move and carry objects up to 35 pounds on occasion. If the need arises, works outside of normal working hours and occasional travel may be required.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date