

POSITION TITLE: HACCP Coordinator

FUNCTIONAL AREA: Quality Assurance

REFERENCE CODE / JOB ID: n/a

LOCATION: Edmonton, Alberta

REPORTS TO: Quality Assurance Leader

SUPERVISES: n/a

This position involves the maintenance of current HACCP system and Quality Management System programs which requires considerable technical and scientific knowledge in a dynamic and challenging food processing environment, to ensure the quality and food safety of our products are achieved at the highest standard for domestic and export markets. This position will play a supporting role to the QA Leader in HACCP, and Quality Assurance activities

Duties:

Primary

- Perform HACCP maintenance activities:
 - Day to day maintenance of FSEP program and QMP program (Pre-requisite Programs, HACCP plans and RAP plan) as well as annual reassessments.
 - Revise and update HACCP system to reflect changes in the manufacturing and warehouse activities.
 - Revise and update HACCP system as per new CFIA requirements.
 - Review records and documentation, and identify deficiencies. Ensure appropriate corrective actions have taken, implement preventative measures and evaluate effectiveness of the preventative measures.
 - Maintain all monitoring and inspection tasks in a timely manner.
 - Review and develop Sanitation Standard Operating Procedures, Recall Manual and Employee Training Manual under the guidance of the QA Leader.
 - Maintenance of internal plant audit system and records.
 - Conducting orientation and training of production/warehouse employees in general food hygiene and other technical training, as required.

- Back up for QA activities such as:
 - Revise and update QA records.
 - Monitoring and inspecting activities in the Quality Assurance Program.
 - Monitoring processing steps for various production activities.
 - Raw material and finished product inspection.
 - Download data logger and tracking temperature data.
 - Returned and damaged product inspection
 - Review Certificate of Analysis
 - Perform changeover, supplementary pre-op and pre-operational inspections.
 - Collect and perform samples for microbiological testing
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- Assist in the development and implementation of Global Food Safety Initiative system and programs.
- Carry out export documentation process and work well with various departments to ensure that the USDA and FDA export requirements are met.
- Establish effective business relationship with CFIA staff and other clients.
- Effectively interact with plant employees from all levels, Production and Warehouse Managers.
- Perform other related duties as required.

Skill Requirements:

- Thorough understanding of HACCP principles and working knowledge of HACCP system.
- Working knowledge of FSEP and QMP programs.
- Knowledge of CFIA Meat Inspection Act and Regulations relevant to food safety compliance standards.
- Ability to identify food safety and QA deficiencies and issues.
- Ability to perform food safety risk assessment.
- Possess analytical and problem solving skills.
- Good organizational and time management skills.
- Strong interpersonal and communication skills (both verbal and written) are required.
- A team player and capable to work independently in a diverse processing plant environment.
- Strong computing skills in Excel and Microsoft Word.

KPQMS

Kitchen Partners Quality Management System



Section: Human Resources

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Qualification Requirements

- Diploma or B. Sc. in Food Science, Microbiology, Chemistry or related discipline
- Minimum 1 year working experience in developing and maintenance of HACCP system in a food processing environment.
- Previous experience in implementation and maintenance of BRC or other related GFSI scheme considered an asset.