

Hilmar Cheese Company, Inc.

Job Description

Position Title: Coordinator, Food Safety and Sanitation
Division: Food Safety and Productivity
Classification: Exempt
Reports to: Manager I, Quality Assurance
Supervises: 1-3 Leaders directly, up to 15 contributors indirectly
Date Revised: 10/22/2020

At Hilmar Cheese Company we improve lives around the world through wholesome dairy products. Since our founding in 1984, Hilmar Cheese Company has been committed to innovation and sustainability. Our state-of-the-art production facilities convert an abundance of locally sourced high-quality milk into a variety of nutritious cheeses, whey protein and lactose. The Cheese and Ingredients that we produce create a wide variety of retail and food service products from sliced and shredded cheeses, to protein supplements and infant formula. We are a trusted partner to premier food and beverage brands in more than fifty countries helping bring their vision into reality.

Throughout our decades of success and growth we have remained committed to our mission and values and these principles unite our people and guide all that we do.

A Brief Summary:

The Site Food Safety and Sanitation Coordinator is responsible for partnering with the Site Food Safety and Compliance Team(s), Operations, Maintenance, Quality Systems and Engineering to ensure food safety.

Responsibilities

- Manage environmental monitoring program (EMP), verifying execution and EMP data trend review. Escalates EMP data to appropriate area management.
- Coordinate, oversee and audit daily HACCP activities, ensuring program execution and effectiveness.
- Oversees and evaluates FS investigations for accuracy and completeness, ensuring appropriate information is gathered and communicated to QC management for bookends and product disposition decisions.
- Verify and audits GMP, HACCP, Environmental and Pest Control Audits to ensure timely completion and effectiveness.
- Track and report site Food Safety KPI's, providing corrective actions as needed
- Coordinate, oversee, and audit CIP effectiveness through monitoring and verifications of records and sanitation activities.
- Assist with training, teaching, and educating employees on company policies, procedures, and standards.
- When thinking of this role:

Impact of Errors	Site
Enterprise or Site Specific	Enterprise

What You Will Need

- Bachelor's degree plus 5 years of related experience or equivalent experience
- Must be able to work weekends, holidays, and rotating shifts (days/Swings/graveyard)
- Working knowledge of SQF (Safe Quality Foods) Code
- Intermediate experience in Microsoft Excel, Word, PowerPoint and Outlook
- Intermediate understanding of Food Safety related State and Federal Regulations
- Ability to lift 50 lbs

What Will Put You Ahead

Hilmar Cheese Company, Inc.

Job Description

- Master's Degree in Food Science, Food Technology, Biological Science, Chemistry or related field
- Supervisory experience
- Intermediate experience with SAP and Ultimus
- Advanced understanding of Food Safety Related State and Federal Regulations, including Pasteurized Milk Ordinance (PMO)

Additional Role Details

Travel	Choose an item.
Eligible for Remote Work	Choose an item.
If Remote Eligible is yes, then % of Time	Choose an item.

Physical Demands & Work Environment

The role has periods of time when the work environment is sedentary and conducted in an office environment balanced with frequent occasions that require prolonged walking or standing, lifting/ carrying/handling moderate weight objects on a regular basis. Is required to wear PPE and have a regular presence in manufacturing and warehouse environments in both temperature controlled and uncontrolled locations. Must frequently interact with people verbally. Specific details of the essential functions of the position is available in the Job Safety Analysis, made available on request.

Safety and Food Safety is a company wide responsibility and each employee must know their role in the manufacturing and distribution of safe, wholesome, and high quality products and expected safe behavior in our work environment.

This description is a general statement of the role, is subject to change, and does not include other duties as assigned.