	SQF Program		PD-JD-008	
	2.1.2.8 Job Descriptions		Rev #:	0
			Revision Date:	1/12/2018
			Approved by:	M. Pilo

Position: Food Safety & QA Coordinator	Posting Number: N/A
Department: Food Safety & Quality Assurance	Location: Dwight Ave., Etobicoke

At Gambles, product is everything. We offer the widest assortment of top quality fruits and vegetables for the wholesale, foodservice and retail operator. Our goal is to be the supplier of choice for all of our Customer's needs.

Reporting to the Food Safety and Quality Assurance Manager, the Food Safety and Quality Assurance Coordinator is responsible for the development, implementation, review and maintenance of the SQF System, including food safety fundamentals, and the food safety plan. They are responsible to take appropriate action to ensure the integrity of the SQF System; and communicate to relevant personnel all information essential to ensure the effective implementation and maintenance of the SQF System.

Working at our Dwight facility located at 302 Dwight Avenue, Toronto, Ontario in this role you will be required to work at 165 The Queensway, Toronto location, on a regular basis. Your schedule will be: Monday - Friday 7am. - 3 pm


Description

- Responsible for the development, implementation, review and maintenance of the SQF System, including food safety fundamentals and the food safety plan;
- Take appropriate action to ensure the integrity of the SQF System;
- Communicate to relevant personnel all information essential to ensure the effective continuous improvement and maintenance of the SQF System;
- Continually assess our internal processes and provide recommendations to exceed food safety regulations;
- Promote growth and development of Gambles and its employees;
- Conduct product recalls when required;
- Perform monitoring and verification activities to ensure compliance with HACCP and SQF Standards. This includes but is not limited to internal audits, plant inspections and environmental monitoring.
- Organize all internal records and coordinate the annual HACCP and SQF audits;
- Assist the Food Safety and Quality Assurance Manager with Quality Assurance initiatives;
- Develop and maintain product specifications and in-house label database;
- Responsible for maintaining supplier documentation;
- Work to address customer and suppliers inquiries with regards to food safety and quality issues;
- Conduct food safety orientation and semi-annual refresher training;
- Ad-hoc projects as assigned;
- Must be able to travel between multiple sites;

In the absence of this position the Food Safety and Quality Assurance Manager is responsible to backfill the position.

Minimum Requirements

- 1 to 3 years of relevant food safety experience;

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- A post-secondary degree in agriculture, sciences or related field with some experience, or an equivalent amount experience in the agricultural, produce industries preferred;
- Knowledge of safe food handling practices, including understanding of HACCP and SQF;
- Experience in developing policies, guidelines and specifications regarding food safety standards;
- Experience in developing and monitoring internal control procedures;
- Experience in the agricultural, produce industries preferred;
- Must be capable of applying effective communication skills orally and in writing;
- Must be detail oriented and have proven analytical and problem solving skills;
- Experience in and an understanding of warehousing and distribution;
- Must possess knowledge of all appropriate health and safety legislation;
- Possess Logical approach to problem solving;
- Solid organization skills, specifically relating to documentation and file management;
- Must have the ability to work both independently and in a team environment;
- Must have a demonstrated record of providing excellence in customer service;
- Must be computer literate with knowledge of Microsoft Office Suite (Word, Excel, Power Point);
- Must have a Can-Do attitude;

Interested parties should apply to jobs@goproduce.com

We thank all those who apply for their interest but only those selected for an interview will be contacted.

Please note that Gambles Ontario Produce Inc., is an equal opportunity employer located in a heritage building with our main office at 165 The Queensway, Suite 240. During the recruitment process, if you require any accommodation please email accessibility@goproduce.com in order to notify us of your required arrangements.