

HACCP Coordinator

The HACCP Coordinator is responsible for the development and implementation of a HACCP system as well as prerequisite programs for shipping and receiving, equipment and maintenance, training, sanitation and pest control, recalls, and other operational control programs.

Responsibilities

- Assist the Manager in ensuring all legal standards and regulatory compliances will be met
- Identify, evaluate, control and prevent hazards at all stages
- Review all critical control points (CCP's), monitor and verify records to ensure compliance with HACCP plan, critical limits and frequencies
- Monitor HACCP and prerequisite programs, critical control points, and communicate deviations
- Perform inspections, analyse technical reports to determine if a product is safe for distribution or if corrective actions are required
- Review transport condition of food carriers for appropriate temperature, segregation of materials, and stock rotation
- Develop recall requirements, perform mock recalls and ensure identification, labeling, and traceability system functions, as planned
- Review employee, visitor and contractor requirements for good manufacturing practices, general safety rules, and training requirements for employees
- Promote health and safety in the workplace
- Work collaboratively with the QA team, maintenance and/or supply chain department
- Participate in meetings, improvement activities, and perform other tasks upon request

Requirements

- University degree in food science or relevant field such as Chemistry, Microbiology or Biology
- HACCP Certification
- A minimum of 3 years of experience in quality assurance of food production/manufacturing
- Thorough knowledge of methodologies of quality assurance and standards
- Good knowledge of MS Office, databases and work experience with an ERP
- Superior communication skills in both French and English with abilities to write policies, procedures and to facilitate training activities
- Great attention to detail and a result driven approach, continuous improvement mentality and problem-solving approach
- Good work ethic, resourcefulness, and organizational skills
- Reliable and ability to react to situations with a strong sense of urgency

Physical Requirements: physical mobility, regular use of phone and email, hearing and vision within normal ranges, must be able to pull, lift to 25 lbs for moving equipment on occasion around the plant and warehouse

Flexible work week of 40 hours: Monday to Friday, 8-4pm or 8h30—4h30pm