



HITCHCOCK FARMS

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Job Title: Food Safety Coordinator

Position: Full Time

Hitchcock Farms, a Salinas-based grower/packer/shipper, is looking for a Food Safety Coordinator desiring a full-time career opportunity. The employee must be detail-oriented, professional-minded, and maintain a professional image at all times. Must be honest, trustworthy, respectful of self and others, and demonstrate a strong work ethic.

Physical Demands:

- Will work in an office and outdoors often standing, walking, kneeling, turning, reaching, climbing stairs, operating computers for long periods of time
- Walking regularly in uneven, inconsistent outdoor field conditions (including mud)
- Lifting weight up to 50 pounds
- High use of communication either through telephone or one on one communications
- Work in environments with a wide range of temperatures (fields from 30°F - 110°F)

Qualifications:

- A degree in Food Science or related agricultural degree is strongly preferred
- knowledge of HACCP, FSMA, GAP, GMP, USDA, FDA, GFSI, and Primus is preferred
- Bilingual English and Spanish with the ability to communicate, read, write and translate at a proficient level is required
- Proficient in various programs, including MS Office: Word, Excel, Outlook, and PowerPoint applications
- Must maintain a valid California driver's license
- Ability to relocate to Yuma Valley during the winter season
- Experience with safe and effective use of sanitation and cleaning chemicals

Requirements:

- Ability to work a flexible schedule, work beyond normal business hours, and weekends as needed.
- Must demonstrate a tactful, mature, and professional demeanor: positive attitude and desire to be a team player
- Be well organized and able to multitask; work independently and manage a project from initiation to completion with minimal supervision
- Proactively communicate tasks and project updates to manager; discreet handling of all business matters (maintaining confidentiality at all levels)

Field Duties & Responsibilities:

- Provide safety training (new hire and ongoing) and guidance to field personnel on all safety-related issues.
- Conduct daily ranch and crew assessments and safety inspections; report and address unsafe actions; and if necessary, escalate and communicate findings to appropriate leadership
- Prepare timely reports on inspections and results
- Conduct accident/injury investigations, root cause analysis, and corrective actions
- Monitor the enforcement of safety policies and procedures
- Collaborate efficiently with other departments within the company
- Notify the manager of recognized hazards and possible risk mitigation. Recommend and implement decided corrective actions and follow-up to verify completion
- Serve as a guide for field tours when requested

Food Safety Duties & Responsibilities:

- Maintain and implement Food Safety programs for all areas: California, Arizona, and Mexico.
- Facilitate communication of food safety information to employees, customers, and suppliers
- Maintain excellent work relations with all customers
- Address customer inquiries and handle food safety-related complaints and inquiries
- Assist in troubleshooting food safety problems and implementing policy improvements
- Coordinate, schedule and conduct third-party audits, regulatory audits, and any other customer required audits (second-party)
- Accurately document and report test results in a timely manner
- Oversee and verify all data collection
- Verify the proper function, calibration, and accuracy of quality/food safety monitoring equipment
- Conduct detailed and documented risk assessments
- Investigate incident reports and follow up with necessary documentation/training

Send resume to jose@hitchcockfarms.com and jeff@hitchcockfarms.com