SQF Practitioner for Marshall Egg Products, Inc. (MEP)

**IMMEDIATE SUPERVISOR:** The person working as a SQF Practitioner shall report directly to the Rose Acre Farms Further Processing Corporate SQF Program Coordinator.

**POSITION DESCRIPTION:** An individual to validate, verify, implement, and maintain MEP's SQF system.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for oversight of all food safety and quality, Good Manufacturing Practices (GMP's), and Hazard Analysis Critical Control Point (HACCP) program requirements.
- Responsible for orientation, refresher and annual training of MEP team members. Train team members on new or revised procedures and forms.
- Verify the accuracy of records (monitoring, inspection, test records, etc). Ensure Good Documentation Practices. Maintain verification schedules.
- Ensure thorough follow-up of each non-conformance of the food safety and quality program by identifying root causes and implementing effective corrective and preventive actions.
- File and retain records in accordance to RAF Further Processing procedures.
- Responsible for Management Review, Mock Recalls, Business Continuity, Registers, and Organizational Charts.
- Responsible for doing monthly facility audits.
- Responsible for doing quarterly external facility audits.
- Inform immediate supervisor, site manager, processing manager when a non-conformance is found that greatly impacts food safety or quality.
- Help prepare for external audits. Assist management with corrective actions and any training from RAF Corporate and external audits.
- Able to follow all OSHA and RAF Safety and Bio-Security standards in processing areas, and report violation of these policies to Site Manager.
- Help assist in product testing, sampling, QC Daily Walkthroughs, and Glass and Brittle Plastic Inspections when needed.
- Participate in HACCP and Food Defense meetings.
- Communicate with the Further Processing Corporate Quality Department when records need revised.

**ADDITIONAL FUNCTIONS OF THE POSITION:**

- Be honest, ethical and perform all functions of the job in such manner.
- Treat ALL employees, customers, and visitors with respect and courtesy and in compliance with all State and Federal laws.
- Utilize excellent teamwork skills - this position requires a "team" attitude.
- Handle multiple tasks at once - the ability to deal with stressful situations.
- Capable of working weekend shifts and maintaining a flexible schedule to help other departments should they need assistance on a particular day. This may include working nights and holidays.
- Capable of working late (if needed) past the scheduled leave time to complete the job.
• Perform physical activities that require considerable use of your arms, legs, and moving entire body such as climbing, lifting at least 50 pounds, balancing, walking, stooping and handling of materials with or without reasonable accommodations.

MINIMUM QUALIFICATIONS INCLUDING EDUCATION AND SKILLS:
• Possess or have the ability to obtain SQF and HACCP Certifications.
• High School education or GED is required; additional training and certification in farm operations, food manufacturing procedures preferred.
• Familiar with and able to easily navigate general computer applications including, but not limited to, Open Office, MS Word, Excel, Access, LIM, ADP, E-mail and various other applications as required.
• Reliable and responsible.
• Possess exceptional visual perception with great attention to detail.
• Complete work tasks thoroughly and efficiently.
• Self-motivated and willing to take on new responsibilities.
• Flexible and adaptable, being open to change (positive and negative) and to considerable variety in the workplace.

WORK ENVIRONMENT:
• Must possess the ability to work in an agricultural environment, indoors, outdoors, office, warehouse, processing, and farm production areas each varying in temperature, and other environment specific atmospheres.

ANIMAL WELFARE COMMITMENT:
• RAF is fully committed to providing our animals with a safe and healthy environment, free from abuse and treated humanely in all aspects.
• All employees are obligated by moral duty, RAF requirement (refer to Animal Abuse Policy in RAF Handbook), and legal obligation to uphold the strictest animal welfare structured environment and are obligated to report any incidents of abuse, neglect or breach of bio-security for the health and welfare of our animals.

NON-SMOKING WORKPLACE:
• No smoking allowed in workplace, break areas, or on any company property.
• No smoking in company provided vehicles.

Equal Employment Opportunity: RAF is an equal opportunity employer and will not discriminate against anyone with regard to race, sex, national origin, color, religion, age or any disability, in compliance with Title VII of Civil Rights Act of 1991, the Age Discrimination in Employment Act, as amended, or the Americans with Disabilities Act of 1990.

Disclaimer: Although this job description lists and identifies the primary duties of the listed position, it is not an exclusive list. As with all positions at RAF, the very nature and diversification of an egg production facility requires that all employees remain flexible to cover a wide variety of duties that may need covered.

The information contained in this job description is not only to inform you of the requirements of this position, but will also be used to evaluate your work performance. This will include assisting in a determination of whether or not you will be entitled to certain bonuses and/or raises, and whether or not performance related disciplinary action will be taken against you.

Contact Style: Please apply online. Call 801-915-7692 with questions.