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# Example of HACCP Coordinator Job Description

Our company is looking for a HACCP coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for HACCP coordinator

* Performs any other quality assurance or HACCP related duties required by the company to maintain HACCP compliance
* Review and verify Food Safety Plan (HACCP Plan) annually
* Coordinates and maintains the local HACCP and food safety system
* Assists in writing and/or reviewing SOP’s to support HACCP
* Works closely with the Plant Manager, Operations Director and the QC Manager to develop the various tasks and verification required for HACCP
* Works closely with the QC Supervisor to develop and implement the HACCP responsibilities for the QC staff
* Works closely with R&D and QC to include any new products or protocols into HACCP documentation as required
* Review process changes which may introduce or alter current food safety hazards
* Participate in plant’s food safety team
* Liaison with all relevant health authorities, AIB, CFIA, Silliker

## Qualifications for HACCP coordinator

* Frequently stoops, kneels, and crawls
* 2 or more years of experience working in a quality related field in a food manufacturing environment
* Provide support to training staff
* Complete CAR (Corrective Actions Requests, and/or Non Conformities) issued by the CFIA
* Maintain a favourable working relationship with all other employees to promote a cooperative and harmonious working climate that will be conducive to maximum employee morale, productivity and efficiency/effectiveness
* Conduct must be in a professional manner, including appearance and demeanour, at all times