



Example of Food Safety Specialist Job Description

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Our company is growing rapidly and is hiring for a food safety specialist. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for food safety specialist

- Develop the HACCP process and confirm Food Safety CCP's and Quality CCP's
- Participate in food safety and occupational safety forums and sponsor workshops to ensure continued compliance
- Conduct training for associates and management related to Food Safety and Environmental Health and Safety
- Periodically review and monitor electronic files for compliance to annual and new hire certification and trainings for food safety and occupational safety
- Develop inspection procedures, to ensure that it covers all aspects of the food safety and coordinates quality development initiatives with the quality development manager
- Develop contacts and relations with regulatory officials (health department, department of agriculture, weights & measures)
- Responsible for managing and maintaining PFCB Vendor Quality Program Databases, and for continuous updates and reporting for all QA activities, including regulatory
- Catalog, organize, summarize, and track all suppliers' approval and certification documentation
- Ensure new and existing food ingredients adhere to outlined specification through periodic quality checks
- Develop and maintain new and existing food ingredient specifications

Qualifications for food safety specialist

- Maturity / Excellent relation skills / Leadership
- Autonomy / Drive for results
- Bachelor's degree with at least two (2) years of experience in foodservice operations
- Ability and desire to influence others with tact and skill
- Ability to provide clear and constructive feedback in a positive manner