Food Safety Quality Assurance Technician
UF4118

Job Overview:

The Food Safety Quality Assurance Technician (FSQAT) creates, updates, maintains, and monitors the food safety and quality plans and associated programs at the Sodexo facility. The FSQAT supports the Food Safety Quality Assurance team to achieve compliance with policy, standard operating practices, regulatory standards, and business goals across the facility.

General Responsibilities:

- Maintain and update facility Food Safety Plan and associated programs to ensure compliance with regulatory requirements, such as the Food Safety Modernization Act (FSMA), or corporate requirements, or both.
- Train FSQAT, Operations, Maintenance, and other cross-functional supervisors and hourly frontline employees annually and when changes occur to the Food Safety Plan.
- Conduct pre-operational inspection and daily Good Manufacturing Practice (GMP) audits. Use adenosine triphosphate (ATP) meter to validate cleaning and sanitation.
- Collect environmental swabs, submit to the external lab, and review and save reports.
- Perform daily chemical concentrations, record results, and take corrective action as necessary.
- Identify nonconforming product, equipment, and materials and determine dispositions.
- Conduct audits to verify the Food Safety Plan and associated programs are being followed.
- Conduct annual review of Food Safety Plan and validation of Process Preventive Controls.
- Support pest control operations and document pest sightings.
- Conduct training and perform paperwork verification on Process Preventive Controls documentation.
- Maintain deviation program, following up on issues and corrective actions, if necessary, based on deviations found in programs.
- Prepare agenda for and facilitate monthly Food Safety Team meetings and issue monthly minutes.
- Support third party, regulatory, and Sodexo internal audits and collaboratively prepare/coach cross-functional managers before and during these audits.

- Maintain corrective action tracker database to ensure continuous improvement activities cited from internal and external audits are acted upon and remain on track.
- Develop a constructive work environment through open communication and team building skills.
- Coach, assess and review competency of Food Safety Team Members through quizzes and participation.
- Conduct internal audits of facility Food Safety and Quality Programs against corporate standards.
- Maintain tracking of foreign material findings, and maintain the glass and brittle material register and audits.
- Participate in and prepare presentations for Monthly Regulatory/HACCP Meetings.
- Operate as back-up to the FSQAT Manager role when necessary.
- Update facility documentation, work instructions, and job aids as required.
- Ensure equipment calibration records are maintained to support quality and food safety.
- Other duties which may be assigned from time to time.

Job Qualifications:

Experience/Knowledge:

- A minimum of an Associate's Degree in Food Science, Biology, or Chemistry, or equivalent food industry experience
- Certified FSMA Preventive Controls Qualified Individual (PCQI), HACCP, GMP, Sanitation Standard Operating Procedures (SSOP)
- Strong understanding of the FDA regulations, Food Safety Modernization Act, Foreign Supplier Verification Programs, Sanitation SOP development and implementation, and GMPs
- Previous experience in a technical role
- SAP experience preferred
- 2-3 years' experience in the food industry preferred
- Spanish speaking bilingual skills preferred

Skills/Aptitude:

- Strong leadership skills
- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.

- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Ability to use a computer.
- Intermediate to advanced Microsoft Office skills
- Ability to provide clear directions and respond to employees.

License/Qualifications

General Qualifications:

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Attends work and shows up for scheduled shift on time with satisfactory regularity in light of Sodexo time and attendance policy and/or client operating hours.
- Ability to work a flexible schedule if needed.
- Must comply with any dress code requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus, with or without corrective lenses
- Significant walking or other means of mobility
- Ability to work in a standing position for extended periods of time, up to 8 hours
- Ability to reach, bend, stoop, push and/or pull and frequently lift up to 35 pounds. Occasionally lift/move 40 pounds.

Working Conditions (may add additional conditions specific to defined work location):

- Generally, the duties of this job are performed in an indoor setting in a controlled, temperate environment; however, may support outside activities and be exposed to heat/cold
- The noise level in the work environment is usually moderate to loud
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee_____ _____
Date_____
Manager_____ _____
Date_____