

**Berber Food Manufacturing Inc.,
Mi Rancho
Elk Grove, CA**

JOB DESCRIPTION

JOB TITLE: Regulatory & Compliance Officer
STATUS: Exempt
REPORTS TO: Director of Quality Assurance
DIRECT REPORTS: TBD

Objective: The Regulatory & Compliance Officer is responsible for assuring compliance with all food safety & regulatory matters, also for supporting the Director of Quality and Food Safety in developing, implementing and enforcing Food Safety Programs for Mi Rancho (including SQF program), oversees the plant SQF program to ensure certification is maintained. Prepare and assist in annual SQF audits. Conduct annual re-assessment of SQF Manual and all supporting information including validations of all work instructions. Maintain and assist in all updates to the current processes and work Instructions. Oversee the accuracy of the documents produced from the program.

I. Minimum Required Qualifications:

1. Bachelor's degree in Food Science or equivalent field of study or 5 + years of work experience in Quality Assurance.
2. Minimum 5 years experience in Food Manufacturing.
3. Experience with USDA, FDA or CA Dept. of Food & Agriculture guidelines/requirements.
4. SQF Certified Practitioner.
5. PCQI Certified.
6. Experience with HACCP, SQF, and HARPC required
7. Experience working with Kosher, Organic, GFCO and AIB/NSF programs.
8. Excellent communication skills.
9. Excellent analytical skills and mathematical skills.
10. Excellent problem-solving skills.
11. Must be able to multi-task and have a high degree of organizational skills.
12. Must be an excellent 'team player' and possess the ability to motivate and train.
13. Must have good judgment and the ability to make decisions.
14. Excellent interpersonal skills.
15. Must be reliable and prompt with all work activities and duties.
16. Must have the ability to perform work duties under demanding and spur-of-the-moment working conditions.
17. Excellent record keeping skills.
18. Must be able to work with and manage company confidential information.
19. Bilingual (English & Spanish) a plus.
20. Must be proficient in computers skills to include MS Office (Word, Excel, Outlook, etc) and company ERP systems.
21. Must be able to fulfill essential job function in a consistent state of alertness and safe manner.

Trainings/ Certifications Required:

- HARPC/ PCQI Certified
- SQF Implementation & Auditing Certified
- SQF Internal Auditing Training

II. Training Method:

- Food Safety Plant
- Good Manufacturing Practices (GMP's)
- Standard Operating Procedures (SOP's)
- Standard Sanitation Operating Procedures (SSOP's)
- Microbiological Methodology Training
- Chemistry Methodology Training
- First Aid Training
- Safety Training
- Food Audit Training
- QAI Training
- Environmental Awareness Training
- Regulatory Agency Awareness (i.e. FDA)
- Product Quality – Standards and Specifications
- Company Line of Products

III. Main duties and responsibilities:

1. Support Director of Quality & Food Safety with all QA activities (fill in when and as required).
2. Responsible for enforcing all company rules, policies and procedures.
3. Develop and partner with Director of Quality & Food Safety on the implementation of Safe Quality Food (SQF) programs – including HACCP, Food Safety, Food Quality and Food Defense plans.
4. Maintain Food Safety & SQF program compliance.
5. Responsible for SQF readiness, Co Packer and Supplier quality communication.
6. Manage and maintain all daily SQF documents and paperwork.
7. Conduct food safety and quality training including Good Manufacturing Practices (for contractors, new hires, and current employees) and all other SQF required training.
8. Conduct annual review (at least) of plant SQF Manual and ensure associated Sub-Elements and Registers are updated.
9. Prepare and assist in annual SQF certification audits.
10. Conduct food safety and quality meetings, produce meeting notes, and follow up on action items to ensure completion.
11. Support senior management and operations with technical quality and food safety data for customer requests and surveys.
12. Company representative for FDA, USDA, CDFA and sanitation audits.
13. Company representative for SQF, organic, kosher, halal, gluten free, non-gmo and customer audits.
14. Conduct mock recalls, and internal audits.
15. Collect, review and ensure proper completion of audit paperwork.
16. Lead and participate in problem solving activities concerning food safety.
17. Ensure compliance with regulatory requirements, company policies (including GMP's) and standard operating procedures (SOPs).
18. Re-assess and re-validate associated Process Procedures (SOPs) with any implemented process or product change.
19. Work with QA, Training, Process Systems, and Production personnel on any new changes to the Work Instructions.
20. Effectively communicate any changes, modifications, or updates to managers, supervisors, leads, and other personnel.

- 21. Responsible for keeping personnel motivated, productive and well informed.
- 22. Responsible for maintaining excellent and professional employee relations.
- 23. Responsible for promoting teamwork at all levels and between the departments.
- 24. Other duties as assigned.

IV. Working Conditions

- 1. Continual walking and standing on hard surface.
- 2. Must be able to lift and carry up to 35 pounds.
- 3. Will be exposed to cool and warm temperatures, and loud noise.
- 4. Climb up and down stairs, stoop, pull, reach, push, and bend body.

This Job Description may not be complete and is subject to change at any time.

Effective Date: _____

Regulatory and Compliance Officer: _____

Director of Quality Assurance: _____