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| Title: | HACCP Specialist |
| Reports to: | Vice President, New Product Development |
| Department: | Food & Safety |
| FLSA Status: (Exempt or Non-Exempt) | Non-exempt (hourly) |
| Required Skills/Abilities/Competencies: To perform the job successfully, an individual should demonstrate the following skills/abilities/competencies to perform the essential functions of this position. | <ul style="list-style-type: none"> • Proficient in MS Office suite or similar software • HACCP experience, preferred • NOAA experience, preferred • Restaurant/Food industry experience helpful • Excellent organizational skills and attention to detail • Ability to coordinate and monitor multiple projects on tight deadline • Excellent written and verbal communication skills • At least 1 year of administrative assistant experience, preferred • Excels in a fast-paced environment • Strong analytical skills • Familiar with cold storage warehouse/distribution environment, helpful |
| Education/Certification(s)/License(s): | Associates Degree, preferred |
| Travel Requirement: | Some |

Job Description Summary:

The HACCP Specialist will assist in maintaining and growing our HACCP food safety program and our Sustainable Seafood Commitment program. Both programs are intrinsic to our business. One a federal requirement to ensure our customers safety and health, the other is important for our customers to be educated as to where our products originate.

Responsibilities:

- Ozone Machine
 - Weekly assessment and calibration.
 - Schedule maintenance quarterly and schedule repairs as needed.
 - Monitor twice daily to ensure proper readings.
- HACCP
 - Check bin in receiving office daily and process and distribute temperature monitors.
 - Process crabmeat tti's and approve shipments.
 - Assist in developing the HACCP Plan.
 - Manage the HACCP team list and annual meeting minutes.
 - Regulate Florida's temperatures and oversee their daily HACCP operation.
- Daily posting of Acme orders to the trace register system.
- Monitoring of the Lobster System
 - Daily monitoring water and air temperatures.
 - Sample lobster serum and water quality twice a week.
 - Draft reports and send them to management.
 - Schedule a system clean out and water change quarterly.
- Overall health and food safety of the facility and minimum of two walkthroughs a day to ensure compliance.
- Process the plant's temperature loggers weekly and store results.
- Submit NOAA documents twice a month for SBF, ABF, and SWO. Submit CMF's.
- Handle all vendor and customer inquiries.

- Manage annual vendor documentation.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.** *Food Safety and Quality Functions will be essential to support Good Manufacturing Practices (cGMP's)*



- Biweekly E.coli and Salmonella swabs for Eurofins Lab and monthly swabs for EMSL.
- Biweekly shellfish trace backs and yearly mock recall.
- Update shared drive biweekly.
- Third party audits and state inspections.
- Assist in the development of traceability software.
- Assist with Share-ify software.

Documents to Manage

- Monthly Internal Audits
- Employee Training Records
- Daily Receiving Logs
- Annual Employee Locker Cleanout
- Weekly Sanitation List
- Daily SSOP Sheet
- Product Complaint Forms
- Foodborne Illness Forms
- Shellfish Sales Log
- Daily Temperature Log
- Shellfish Receiving Log
- CAPA Forms
- Scale Calibrations
- Daily Truck Log
- Temperature Charts
- Weekly Temperature Log
- Weekly Automated Temperature Recorder (Graphs)
- Pest Control Records
- Food Security Team List and Annual Meeting Minutes
- Recall Team List and Annual Meeting Minutes
- Management List and Annual Meeting Minutes
- Review and Update Documents Annually
- Monthly Thermometer, Infrared Gun, and Facility Logger Calibration/Check
- SOP's
- GMP's
- Food Security Defense Plan
- Generate Crisis Management Plan

I acknowledge that I have read and understand the above job description in its entirety and capable of performing all the stated requirements. I understand that supervisors as deemed appropriate may assign additional functions and requirements. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Employee Name (Please Print Name)

Date

Employee Signature

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