Department: Ranch

Approved by: Dani Young

Position Purpose:
Develops and Maintains all Food Safety/Compliance Programs. Works at Grower Level. Oversees documentation control. Conducts internal audits and third party audits.

ESSENTIAL FUNCTIONS AND BASIC DUTIES:

1. Assumes responsibility for performing the following supervisory duties.
   a. Develops and maintains compliance according to current food standard certification criteria. (Global GAP, HACCP, Risk Analysis, Internal Audits, GAP)
   b. Develops, maintain and implement compliance according to current food standard certification criteria revisions and/or additional programs such as Leaf, Social and Sustainable.
   c. Manages and conducts internal audits. This requires traveling, company car available for this task.
   d. Develop, Update and Maintain Daily Ranch Records, Policies and Procedures
   e. Ensures water samples are taken
   f. Ensures pesticide residue samples are taken
   g. Ensures that soil samples are taken
   h. Communicate requirements to Ranch Superintendent, Ranch Operations Mgr., and Ranch Foremen
   i. Regular on-site internal audits of 11 Orchards; 10 in WA, one in OR.
   j. Validate records ranches.
   k. Ensures that Management Review Meetings and workshops are conducted in timely fashion and that CARs are addressed and audited.
   l. May work outside of Congdon Orchards, Inc. as consultant for Congdon Orchards, Inc. for outside growers

Record Revision

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PERFORMANCE MEASUREMENTS:
   a. Work is done in a timely fashion.
   b. Programs must meet or exceed standards.
   c. Programs are maintained, monitored and evaluated.
   d. Must be able to pass certification audits with grade A status.

QUALIFICATIONS:

Education/Certification: BA in Ag preferred, BA in Food Science with Ag minor accepted.

Required Knowledge: Knowledge of pesticides.
   Knowledge of food safety standards and codes
   Computer literate

Experience Required: Will train.

Skills/Abilities: Good communication skills required
   Ability to multi-task
   Good people skills required/ Cooperative and willing to assist others
   Computer literate: software applications
   Organized and pays attention to detail
   Ability to develop and implement food safety and compliance programs
   Ability to be a team leader

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Talking: Must be able to convey detailed or important instructions or ideas accurately, loudly, or quickly.

Average Hearing: Able to hear average or normal conversations and receive ordinary information.

Repetitive Motion: Movements frequently and regularly required using wrists, hands, arms, legs, twisting and requires stooping, bending, walking, and climbing stairs.

Average Visual: Average, ordinary visual acuity necessary to prepare or inspect documents and/or products, or operate machinery. Must be able to identify colors.

Physical Strength: Must be able to lift up to 50 lbs. occasionally.

WORKING CONDITIONS:

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AMMONIA: Ammonia is used to store our fruit in CA rooms. This is a hazardous product and position requires that Food Safety/Compliance Employees are able to facilitate an evacuation as the ERC.

MISC. CHEMICALS: We use acidic and alkaline chemicals that can be harmful if used improperly. This position requires the Food Safety/Compliance Officer to be aware of the MSDS sheets and have knowledge of proper safety procedures and PPE required for each.

MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:
Reasoning Ability: Ability to apply common sense understanding to all aspects of the job
Mathematics Ability: Some algebra skills math required
Language Ability: Ability to communicate accurately and effectively to Management as well as employees

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified Employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature: ___________________________  Date: ___________________

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