COMPANY VISION

To consistently improve agriculture for the good of all stakeholders without compromise through premium products, services, and a great work environment.

Roy Farms, Inc. is a diversified, agricultural enterprise located in the Yakima Valley. For over one hundred years, we have been growing quality crops in Moxee and Othello, WA; including: hops, blueberries, and apples. In addition to crop production, we also provide premium services such as product storage and processing. At Roy Farms, we pride ourselves on our commitment to sustainability and the advancement of the agriculture through the implementation of food and human safety programs, technology, and environmental stewardship.

We are currently looking for a Food Safety Coordinator. Candidates should have a background in Food Safety with a minimum of 3-5 working experience. A bachelor’s degree in Food Science is preferred. Key job responsibilities include:

PURPOSE:
Responsible for assisting with, implementing and continuously improving the Food Safety program at Roy Farms- Othello

REPORTING STRUCTURE:
Director of Blueberry Operations - Othello

RESPONSIBILITIES:

- Establish and maintain food safety programs that are consistent with Global Food Safety Initiative (GFSI) standards and all Federal, State and Regulatory requirements.
- Ensure that all food related certifications including but not limited to GlobalGAP, Organic and SalmonSafe requirements are met.
- Maintain certification schemes and renewals with corresponding certifying bodies, participate in annual third party and regulatory internal and site audits, complete supplier food safety surveys.
- Ensure all company food safety policies, SOP’s and SSOP’s are being followed.
- Ensure training and communicating of food safety policies to all Othello employees is completed and documented.
• Assist in the development and implementation of harvest food safety and quality harvest practices and testing.
• Complete microbial water testing on agricultural sources
• Ensure completion of pre and post-harvest fruit testing
• Work with subcontractors to ensure compliance with Roy Farms food safety program.
• Manage pest control program
• Verify daily, weekly and monthly paperwork and resolve issues while ensuring proper document control with internal procedures
• Ensure that all employees have received training prior to performing a task with regards to food safety.
• Contribute to team effort by accomplishing related results as needed.

QUALIFICATIONS:

EXPERIENCE, CERTIFICATIONS, TRAINING, and/or EDUCATION
• 3-5 years as food safety or quality role
• Bachelor’s Degree in Food Science or related field

KNOWLEDGE OF...
• Prioritization, coordination and simultaneously maintaining multiple projects, with a strict attention to detail.
• Effective policy writing
• Principles and practices of effective business communication; basic report writing methods and techniques; correct grammar usage, including spelling, grammar and punctuation.
• Proficient computer skills and an in-depth knowledge of relevant software such as MS Office Suite.

ABILITY TO...
• Handle confidential information in an appropriate manner.
• Prepare clear, concise and accurate correspondence, documents, reports and other written materials in English and Spanish.
• Prepare and maintain a variety of records; organize, research and maintain complex and confidential office files.
• Read, understand, interpret, apply, explain and reach sound decisions in accordance with laws, regulations, rules, contracts, procedures and policies.
• Organize, set priorities, schedule assigned work; oversee multiple and rapidly changing priorities.
• Obtain and maintain Washington State Driver’s License and have a good driving record per Roy Farms insurance guidelines
• Works with minimal supervision using judgment and experience to make decisions based on the data.
• Maintain confidential and sensitive information.
• Use computers and computer software including word processing and spreadsheets.
• Perform basic mathematical calculations.
• Willingness to work both independently and as a part of a team.

WORKING CONDITIONS
• Located in an office, frequently required to be outside possibly in a farm setting
• Handles confidential and/or proprietary information
• Works under tight time constraints.
• Physical requirements of the job:
  o Constantly lifts up to 10 lbs. and occasionally lifts up to 20 lbs.
  o Vision requirements: Constantly uses near and far vision
  o Must be able to sit for most of work day
  o Frequently talks, types and/or listens/uses hearing
  o Must be able to stand and/or walk, has repetitive hand motions, pulls, kneels and/or grasps

TO APPLY FOR THIS POSITION PLEASE CONTACT OUR HUMAN RESOURCES DEPARTMENT AT HR@ROYFARMS.COM

DISCLAIMER:
The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Change Record

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