



## Job Description

Title	SQF Practitioner & HACCP Coordinator
Reporting to	Quality Assurance Director
Salary	
Start Date	

### Summary

Since 1987, Expresco Foods has been committed to creating top quality, artisanal and convenient grilled protein meal and snack solutions. Expresco's innovative and entrepreneurial spirit has guided the development of fully cooked grilled protein products, frozen and fresh for foodservice, retail and deli across North America. Due to expansion, we are currently looking for a qualified person for SQF Practitioner & HACCP Coordinator to join our Quality Assurance Department.

### Responsibilities

- Responsible for coordinating overall HACCP requirements and GFSI certification ;
- Ensures that critical control points (CCPs) are implemented and recorded as per HACCP plan;
- Responsible for updating program accordingly along with necessary control sheets and DataHex;
- Manages employees in compliance with HR policies, procedures and guidelines of conduct regarding HACCP and ensures that all employees follow personal hygiene policy;
- Model and ensure staff understand HACCP and QC policies and codes of conduct and procedures which maintain proper control of production;
- Responsible for enforcing company Product Specifications and for the implementation of daily controls based on the company's HACCP & GFSI standards;
- Responsible for overseeing Sanitation in conjunction with Sanitation Supervisor;
- Responsible for the proper delegation of Pre-Operational inspection of premises prior to daily commencing of operations including random audits to guarantee effectiveness;
- Overlooks and supervises QC Technicians and Operators for the collection of samples for environmental Microbiological testing and for microbiological testing for various pathogens;
- Overlooks and analyzes Client Complaints at the Plant Level;
- Special projects as assigned by QA Director.

### Skills and Abilities

- University Degree in Food science, food engineering or related fields;
- 4+ years of experience in a similar role in the food industry;
- Strong knowledge of Food Safety programs (HACCP, GFSI, SQF, etc.);
- Excellent written, oral communication and presentation skills in French and English;
- Must have a car;
- Knowledge of MS Office (Word, Excel, PowerPoint & Outlook).

### Characteristics

- Personable with excellent communication skills;



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- Strong interpersonal and problem solving skills;
- Energetic/Creative;
- Ability to work autonomously or within a team;
- Organized, attention to detail;
- Professional;
- Results oriented.