Job Title: Food Safety System Administrator

Department/Location: 1050 Bay View Road, Petoskey, MI 49770
Reports to: FSQA Coordinator
FLSA Status: Hourly/ Non-Exempt
Date Prepared: Monday, September 18, 2017

JOB SUMMARY
The Food Safety & Quality Assurance team is looking for an additional team member to help as the Food Safety Modernization Act comes into effect for KQC and its respective facilities. This position is to work directly with the FSQA Manager to ensure all deliverables are met under the requirements of FSMA and that Kilwins continues to offer the highest quality products to its customers.

ESSENTIAL FUNCTIONS
- Personally represents Kilwins Core Values, Core Purpose, Core Operating Standards and Brand Promise.
- Provide integrity, honesty and knowledge that promotes the culture, values and purpose of Kilwins Brand.
- Work with FSQA Coordinator to ensure all food safety and quality programs are created, implemented, and documented.
- Maintain Food Safety System documents, database, records, binders & filling
- Corrective Action and Preventative Measures – assists with logging and tracking of non-compliances and FSS incidences, investigations, and coordinating follow-up and bring outstanding issues to closure
- Administer FSS training, including record keeping.
- Assist the FSQA Coordinator in conducting routine GMP compliance inspections, to include:
  - Assisting in internal audits
  - Maintaining all records
- Conduct record keeping audits—conduct routine checks to verify proper record keeping by Operations Staff
- Help develop, implement and maintain new SDS maintenance and chemical storage program
- Conduct Environmental Monitoring activities, including record keeping
- Assist in maintaining KQC’s non-food safety certifications (e.g. Organic, Kosher, Gluten Free, and Fair Trade).
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITY
- Proficient in Microsoft Office Suite, including Word, Excel, Outlook, etc.
- Administrative work with databases and information systems
- Must be a high-performance team player and be willing to work in a dynamic, growing, demanding and fast-paced environment
• Must be a self-starter and willing to work flexible hours as needed
• Must have ability to effectively follow-up and handle multiple projects with strong personal time-management skills
• Must be able to handle confidential information with great discretion

EDUCATION AND EXPERIENCE
• Associates degree in any area of science, technology, computer science or public health & safety, preferred
• 3+ years work experience in food manufacturing environment with knowledge of food manufacturing operations and food safety requirements, preferred

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT
• Required to sit for long periods of time
• Light physical effort required (ability to occasionally move up to 50 pounds from one area to another)
• Ability to travel by car or plane
• Work performed in a professional office environment
• Occasional work in manufacturing and warehouse areas
• Required to work with egg, milk, peanut, tree nut, soy, and wheat

OTHER DUTIES
Please note this job description is not intended to cover a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Individuals may perform other duties as assigned including working in other areas to cover absences or to equalize peak work periods or otherwise balance the workload.