



Food Safety Manager Job Description

ABOUT US

Green Shutter is an innovative beverage solutions company that operates a warehousing & blending facility focusing on tea, coffee & botanicals. Our business is new, but our story rich, vibrant & cherished, much like our beverages.

The roots of GS can be traced back to the roaring city of New Orleans, which we still call home today. Established and owned by the distinguished Westfeldt family, GS is an extension of their ongoing passion & commitment to quality beverages, community & disruptive innovation. As highly successful coffee entrepreneurs for over 150 years, GS adds a new 21st century chapter in world class customer service, exceptional quality, and exciting beverage experiences.

POSITION SUMMARY

We are offering an exciting opportunity for a highly motivated and entrepreneurial minded Food Safety Manager with the desire to make an impact on a novel business. The FSM will be responsible for executing the food safety and quality initiative between two organizations by creating, maintaining, and verifying programs that assure both organizations are following regulatory, industry, and GFSI standards. This position will be responsible for creating processes from scratch and identifying key resources to achieve excellence in product quality and safety.

The FSM will be our onsite SQF practitioner, driving the company initiative towards SQF certification for both Warehousing and Manufacturing (Blending). To be successful in this role you will wear many hats and must thrive in an autonomous environment that carries ambiguity throughout the workday. The FSM will report directly to the Food Safety Director and will liaison closely with each other collaborating and executing the Food Safety and Quality Initiative between Westfeldt Brothers and Green Shutter Teas.

The Food Safety Manager will hold responsibilities that include, but are not limited to, the following:

- Develop and maintain Food Safety programs from scratch between two organizations (Westfeldt Brothers, and Green Shutter Teas) that meets the requirements of regulatory, industry, and GFSI standards.
- Be the onsite SQF practitioner for internal facilities, executing the process for SQF certification.
- Maintain an internal FSVP program, assuring all appropriate documents are requested, reviewed, and maintained from all suppliers.
- Work with sales and traders to achieve specific food safety and quality related certifications that are requested by customers
- Point of contact for customers as it relates to any product safety and quality concerns.

- Develop, maintain, and distribute all technical records relating to product specifications, COA's, and certificates.
- Verify all employees are following company GMP's, SOP's, and SSOP's through routine internal audits.
- Collaborate with external Pest Control Operator to identify best plan for pest maintenance within facility and routine inspections.
- Document and analyze reports from vendors handling facility preventative maintenance as it relates to Food Safety.
- Train all new employees and 3rd party contractors on company GMP's, Food Defense, Allergen Program, and Food Safety Policy.
- Manage and maintain all potential supply chain certifications such as Organic, RFA, Kosher, Halal, etc..
- Responsible for conducting root cause analysis and corrective actions on all quality and safety issues.
- Establish cleaning and sanitizing procedures relating to warehousing, packaging, and production

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each job specification satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in Food Science, Microbiology, or other relevant fields.
- 5 years of experience in Food Safety Management within a GFSI recognized system
- SQF Practitioner experience is highly desirable
- Proficient in MS Office applications
- Self-starter with a desire to work independently and create programs and processes from scratch is essential
- Strong work ethic with the ability to learn and adapt quickly to new challenges
- Knowledge of commodities trade and processing highly desirable
- Interest / experience in beverages, tea, coffee, and health is a plus
- Fluent in English
- Comfortable working / relocating to New Orleans

LANGUAGE SKILLS

Fluency in English is a requirement and Spanish is a plus (read/write/translate).

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee must:

- Frequently walk and sit.
- Specific vision requirements required by the job include regularly looking at a monitor and occasionally exercising color and peripheral vision, depth perception, and the ability to adjust focus
- Must be physically able to safely ascend to heights, be able to bend, crawl and move safely and freely around machinery and building without assistance.
- Must have eyesight or corrected eyesight to safely work around and inspect equipment, identify insect pests and to prepare inspection notes and reports without assistance.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is:

- Exposed to regular Office Environment
- Exposed to processing, warehousing, and commodities manufacturing
- Required to travel domestically and internationally in line with business need
- Required to be based in New Orleans, LA
- If not a US citizen, you are required to maintain work authorization independent of company sponsorship

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the job incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and behaviors required to perform the job.