



Full Time Food Safety Manager

The Food Safety Manager is responsible for monitoring and enforcing the company's food safety and quality policies and procedures as they are implemented in the facility. The food safety manager is also responsible for validating the quality of the manufacturing processes and verifying that operations meet expected quality standards and specifications.

Responsibilities include food safety management for multiple locations (So. SF, San Francisco and Berkeley); therefore, reliable means of transportation for travel between locations is required.

We operate 24/7 and shift flexibility is required. Candidate must be available to work nights and weekends as needed for FDA audits, etc.

Responsibilities

- Develops, implements, and manages food safety and quality programs, policies, and procedures, including, but not limited to: allergen control, recall, traceability, organic, and environmental monitoring, to ensure that regulatory, internal and 3rd party requirements are met.
- Ensure that food safety programs, quality control measures, and organizational structure is practical and functional always.
- Ensure that finished products meet company, customer, and regulatory food safety & quality assurance standards.
- Ensure compliance with and attends audits by regulatory and 3rd party agencies, including but not limited to: FDA, State of California, and Organic.
- Report issues and resolutions to the management team on a regular basis.
- Organize and update all food safety documents and ensure that all data reflect current state of bakery operations.
- Collaborate with departments to assess risks, analyze data, and make informed decisions on products and processes.
- Ability to study and execute documents (Standard Operating Procedures and Test Methods).
- Monitor trends from accumulated reports and identify areas of concentration.
- Communicate with and ensure adequate training of appropriate personnel in food safety and quality programs, policies, and procedures.
- Understand all safety requirements and translate them to operational staff as needed.
- Ensure that all required environmental monitoring procedures are implemented and maintained.
- Ensure that only approved suppliers and contractors, including, but not limited to laboratory and landscaping contractors, are allowed to supply items to, or carry out operations for the company.
- Manage customer complaints by verifying that complaints are documented adequately, prepare trend reports, initiate corrective actions, and conduct appropriate dialogue with customers where required.
- Carry out daily, weekly, and monthly audits on production, sanitation and purchasing documents, to ensure compliance by all parties involved. Liaise with vendors to report and resolve issues with raw materials.
- Identify and investigate in-house quality issues, manage QA Hold Program, and establish dispositions in a timely manner
- Train, supervise and motivate all sanitation and production personnel to yield maximum results.
- Contribute to and work alongside various cross-functional teams.
- Build and maintain working relationships with co-workers and external parties; negotiate and handle work problems without alienating people; understand others, demonstrate ability to obtain their cooperation in non-authority relationships.
- Must be alert for all Food Safety issues including GMP violations and personnel safety concerns and report them for correction.
- Issue corrective actions whenever a deviation occurs and monitor them to ensure compliance and consistency.
- Place on hold and report any ingredient, packaging material, or finished product of questionable quality or found to not meet specifications.



- Aid and be the backup for the Vice President on handling customer complaints, responding to potential customers requests, accompany regulatory agencies, initiate recalls and to follow up on any Food Safety Issues that need immediate assistance.
- Keep inventory and purchase Food Safety related tools and supplies.
- **Work with the production team at each location to support quality control**
- Perform Mock Recalls twice a year

Requirements

Qualifications / Education

- Bachelor of Science Degree, with an emphasis in Food Science, Food Safety, Microbiology, or food engineering required.
- HACCP certificate is a plus
- Proficiency in English and Spanish highly desired.

Experience

- Related experience in the food industry.
- Food Safety experience of at least 1 year preferred
- Proficiency in computer programs and software required.
- Proficiency in supervising and motivating subordinate.
- Proven leadership and business acumen.
- Proven ability to handle multiple projects and meet deadlines

Skills

- Commitment to excellence and high standards.
- Excellent written and oral communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Ability to work independently and as a member of various teams and effectively work with a diverse group of individuals at all organizational levels.
- Strong interpersonal skills.
- Ability to make good, timely and sound judgements and decisions.

Benefits (For full time positions):

- Two-weeks paid vacation per year (after first year of employment)
- Kaiser Health Insurance (100% for employee, 50% for first dependent, after 2 months of employment)
- Dental Insurance (100% for employee, 50% for first dependent, after 3 months of employment)
- We have sick pay benefits
- 401-K Plan with 100% match to 5% of salary (after first year of employment)
- Profit sharing after two years of employment

Wages:

- Between 50K and 60K per year depending on experience



How to Apply:

1. Send an email to resumes.ssf@acmebread.com with the subject line "*Food Safety Manager Position*". Please do not call or come to the bakery unannounced.
 2. Please attached your resume and cover letter with your salary requirements to your email, DO NOT copy and paste your resume in the body of the email!
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- ❖ **Principals only. Recruiters please don't contact this job poster.**
 - ❖ **do NOT contact us with unsolicited services or offers**