

## New

Ministry

Agriculture and Irrigation

### Describe: Basic Job Details

#### Position

Position ID

Position Name (30 characters)

Food Safety Specialist

Requested Class

Job Focus

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

#### Employee

Employee Name (or Vacant)

#### Organizational Structure

Division, Branch/Unit

☒ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

### Design: Identify Job Duties and Value

#### Job Purpose and Organizational Context

Why the job exists:

The Food Safety Specialist role at the Food Processing Development Centre (FPDC) and Incubator is a critical one. The functions of this role are daily in nature, regardless of what processing activities are taking place. The overall task of a Food Safety Specialist is to ensure that the requirements of the Canadian Food Inspection Agency (CFIA) and the Safe Food for Canadians Regulations (SFCR), under which the FPDC and Incubator is licensed, are being met. Primary responsibilities in this role include providing training, technical expertise and coaching to FPDC staff, FPDC clients and Incubator tenants to ensure compliance with CFIA and SFCR requirements, ensuring that the facility written program remains up-to-date, label reviews for compliance with pertinent regulations, preventive control plan development and coaching to clients and tenants, development of programs to support export market requirements and onsite monitoring. Failure of the facility to comply with CFIA requirements can result in the prohibition of cross border shipments and ultimately the closure of the establishment.

#### Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

##### 1. Training, Coaching and Personnel Interactions:

- Provide training and technical expertise to FPDC staff, clients and Incubator tenants on the facility's written program, specifically on the implementation of food safety programs, critical control points and CFIA requirements in an SFCR licensed facility.

- Provide coaching to Incubator tenants on processing in a CFIA licensed facility and their responsibilities as a tenant in the Incubator. Provide guidance and technical expertise on the development and maintenance of a food safety program. Provide ongoing mentoring and support to Incubator tenants, as required.
- Communicate observed areas of deficiency with facility staff, clients, tenants and building management.
- Liaise with building management personnel and their contractors to ensure their completion of program related tasks, documentation and affiliated work orders with respect to building and grounds maintenance.
- Liaise with CFIA regarding new SFCR license requests and submit documentation on behalf of clients and tenants as necessary.

## 2. Label Reviews:

- Review finished product labels and formulations for compliance to applicable regulations (ie: Safe Food for Canadians Regulations, Food and Drug Regulations, Weights and Measures Regulations, other regulations as required for export markets).
- Ensure all documentation has been received and assess for accuracy to allow for a thorough evaluation of incoming client and tenant labels.
- Provide coaching to clients and tenants on label requirements and how to review label proofs.
- Conduct annual reviews of all active client and tenant labels.

## 3. Preventive Control Plan (PCP) Development and Training:

- Collaborate with the facility's scientific staff and FPDC clients in order to create and maintain preventive control plans that represent products being manufactured for consumption, or research projects, and that they are in compliance with CFIA requirements.
- Conduct annual reviews of all FPDC preventive control plans.
- Provide coaching to Incubator tenants on the development and ongoing maintenance of preventive control plans.
- Review Incubator tenant preventive control plans and provide constructive feedback in keeping with regulatory requirements.
- Ensure that all processing activities undertaken within the FPDC and Incubator are conducted according to the requirements of the relevant preventive control plan to ensure food safety and CFIA compliance.

## 4. Program Development and Maintenance:

- Collaborate with facility staff to develop programs or procedures, as required, to support export market requirements.
- Collaborate with facility staff to prepare processing procedures and product parameters that meet food safety objectives.
- Responsible for recognizing gaps in the facility's program and developing new policies, procedures and records as required.
- Responsible for identifying areas of program improvement and taking a lead in presenting them to the food safety manager and team for discussion.
- Collaborate with the facility's scientific staff to develop records for production, as required.
- Maintenance of the supplier approval program.

## 5. Onsite Monitoring:

- Conduct physical onsite monitoring of the FPDC, active Incubator tenant suites and communal areas.
- Ensure that all processing activities undertaken within the FPDC and Incubator are conducted according to the facility's written program, including pertinent preventive control plans, pre-requisite programs, standard operating procedures (SOP's) and policies to ensure food safety and to meet CFIA requirements for a licensed facility.
- Ensure the completion of export documentation and product inspections for export shipments.
- Complete monitoring records.
- Record verifications, as required.

## 6. Provide Support to the Facility Occupational Health and Safety (OH&S) Program:

- Complete deliverables as required to support the OH&S annual plan.

- Conduct facility site inspections as scheduled.
- Review and assist in the update of the Food Safety Team "Task Inventory" and "Hazard Assessment Control Report", as required.
- Participate in annual OH&S training requirements.
- Participate in annual OH&S audits.
- Work in a team environment to ensure a safe worksite.
- Support the facility's Occupational Health and Safety committee and goals of the annual plan.
- Additional support as requested.

#### 7. Additional Tasks:

- Assist, as necessary, in the capacity of shipping and receiving coverage.
- Assist, as necessary, in coordinating and conducting microbial testing, interpreting microbial results as per the facility's written program and CFIA or Health Canada requirements and submitting samples to a lab for analysis.
- Assist, as necessary, in providing CFIA with information they require for daily operations.
- Assist, as necessary, in the collection of records and documentation from FPDC staff, clients, tenants and building management.

#### 8. Other duties as required.

### Problem Solving

#### Typical problems solved:

- Work with facility staff, clients, tenants to ensure that documentation (ie: records, SOP's, policies, preventive control plans) is corrected when it is determined to be inaccurate.
- Determine what to do if food safety is being, or has been, compromised.
- Collaborate with facility staff, clients, tenants if products are being manufactured but are not captured in a relevant preventive control plan.
- Determine what to do if incorrect labels (ie: ingredient decks, nutrition facts tables, establishment number) have been applied to product, particularly in the event that the affected product has left the facility.
- Work with building management if building deficiencies have the potential to affect plant operations.
- Determine what to do if facility staff, clients or tenants are conducting tasks without the training in place that they require, particularly if the task being performed is a critical control point.
- Deviations discovered during routine operational daily monitoring (ie: document or onsite findings).
- Determination of whether incoming materials can be received and put on hold if proper documentation is not on file in the facility, or whether the materials need to be rejected.

#### Types of guidance available for problem solving:

- The Food Safety Specialist follows the facility's documented SOP's which are in place to ensure consistency in operations and in meeting CFIA regulations.
- The Food Safety Specialist follows CFIA's SFCR and guidance documents.
- The Food Safety Specialist follows export country requirements and guidelines.
- The Food Safety Specialist may consult with the Food Safety Manager, another member of the food safety team, a member of the management team.
- The Food Safety Specialist may seek information and/or guidance from the CFIA inspector assigned to the facility.

#### Direct or indirect impacts of decisions:

- Clients or tenants may not be able to process if documentation is not in order. This could impact their ability to meet delivery deadlines to customers and could result in lost sales.
- If food safety is being compromised, production will be stopped. This could impact a client or tenants ability to meet delivery deadlines to customers and could result in lost sales.
- Clients or tenants may have product put on hold and they may not be able to ship products at the expected timeline which could impact their ability to meet delivery deadlines to customers and could result in lost sales.
- Clients or tenants may need to withdraw product from the market place. This could cause for a negative impact on their relationship with their customer, could result in a negative image for their company and

could be the cause of lost sales.

- If incoming materials are not received into the facility, it may impact the ability of a client or tenant to process in the facility at their scheduled processing time. This in turn may affect market readiness of their product and could have an impact on the company's image and a financial impact if there are lost sales.

- The client or tenant may have costs incurred if transportation companies need to send a carrier more than once.

- The relationship between the client/tenant and the Food Safety Specialist or facility in general may become strained depending on the situation and the decisions made.

## Key Relationships

Major stakeholders and purpose of interactions:

1. Internal - Food Safety Manager - direct communications related to any topics or challenges related to the facility's food safety program.
2. Internal - Food Safety Team Members - direct communications related to any tasks being completed that are related to the facility's food safety program.
3. Internal - Scientists - direct communications related to the clients they work with and regulatory requirements and industry best practices.
4. Internal - Occupational Health and Safety Committee Members - direct communications related to any Occupational Health and Safety related tasks or concerns.
5. External - Clients/Tenants - direct communications related to facility operations, regulatory requirements and industry best practices.
6. External - Client/Tenant Labour Staff - direct communications related to operational daily processing activities.
7. External - CFIA Inspectors - direct communications related to the facility's food safety program, CFIA requirements and SFCR regulations.

## Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)	Other		Other

If other, specify:

Bachelor's degree (BSc.) in Food Science, Science, Microbiology or Food Microbiology

Job-specific experience, technical competencies, certification and/or training:

- A minimum of 3 years industrial food processing experience in an SFCR licensed facility.
- Detailed knowledge of government acts and regulations pertaining to commercial food processing.
- Hands on experience with product labelling.
- A sound knowledge of the CFIA's SFCR requirements and preventive control plans.
- A sound knowledge of HACCP principles and their application to the development of HACCP plans.
- A comprehensive knowledge of food processing operations and a working knowledge of food processing equipment operation.
- Knowledge of the United States Food and Drug Administration (FDA) requirements for food.
- Knowledge of the United States Department of Agriculture (USDA) requirements for food.
- Experience working with export requirements to the United States.
- Knowledge of laboratory sampling requirements when collecting, preparing and submitting samples for laboratory analysis.
- Ability to navigate online resources (ie: SFCR, CFIA guidance documents, regulations for other countries).
- Additional training/experience that would be an asset:
  1. Experience with food defense programs.
  2. Experience with the requirements for food exports to countries other than the United States.
  3. Experience with Natural Health Product requirements and site licenses.

## Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		

**Benchmarks**

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

**Assign**

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.