



TITLE: Safety Coordinator

REPORTS TO: Warehouse Manager / Food Safety Administrator

SUMMARY: Ensures compliance and maintenance of the Food Safety and Work Safety Programs including GFS-Based (Global Food Safety) program for farms (GAP) and packing houses (GMP), Work Safety Program, and compliance with OSHA regulations; assist in the implementation of new and reviewed procedures; helps create and maintain a safe work environment and safety culture.

RESPONSIBILITIES:

Development

- Works closely with Food Safety Administrator, HR and local managers in implementing, maintaining, and improving food and work safety policies and procedures
- Assist L&M's growers in the implementation and of food safety programs

Implementation

- Perform Food and Work Safety training to employees and maintains training records
- Works with management to help create a safety culture and maintain a clean and safe working environment

Maintenance (Supervision)

- Performs, delegate or coordinate all safety activities as required in the safety programs
- Enforces compliance with Food Safety and Work Safety administrative policies and procedures, as well as federal and local regulations
- Assure all forms and records required by the safety program are properly maintained
- Takes and ships product and water samples to the labs as required by the testing programs
- Directs and coordinates, through supervisors, activities and operations to ensure safe use of equipment and facilities
- Responsible for keeping a safe work environment, including proper storage of tools, equipment, packaging materials and chemicals
- Manage employee accident issues - complete Accident Investigation Report

Improvement

- Performs Food Safety and Work Safety internal inspections and create reports

- Reports non-conformances and improvements opportunities to management, human resources and Food Safety Administrator
- Collaborate with team in the resolution on any non-conformance issues or Corrective Actions
- Any other duties as assigned

KNOWLEDGE / SKILLS / ABILITIES:

- Bilingual English / Spanish required
- Proficiency in MS Office software programs
- Excellent verbal and written communication skills required
- Strong analytical and organizational skills
- Committed to and passionate about food and employee safety
- Valid driver license and vehicle required
- Travel required – may be frequent and extended during busy seasons

EDUCATION / EXPERIENCE:

- Food Safety or Work Safety experience preferred
- Fresh produce and / or packing house experience preferred
- GFSI and or HACCP training is a plus

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to outdoor weather conditions
- The noise level in the work environment is usually moderate but could be loud if outdoors or if equipment is running

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee will need to lift and / or move up to 50 pounds
- Specific vision abilities required by this job include close vision and ability to adjust focus
- While performing the duties of this job, the employee regularly sits; uses hands to finger, handle, or feel; and talks or hears
- The employee would frequently reach with hands and arms
- The employee must stand and walk frequently

Core Competencies and Behaviors

Team Oriented

- Works cooperatively and collaboratively with others
- Is open, not defensive and easy to approach
- Earns the confidence, trust and respect of others

Communication

- Communicates in an open and honest way
- Builds consensus - solicits input and discusses options with people affected before making decision
- Keeps others informed, communicates expectations and shares information
- Listens actively and understands others views and needs

Values Driven

- Supports, promotes and models the values of L&M (*Respect, Passion, Leadership, and Excellence*)
- Balances entrepreneurial spirit with the needs of others and the vision of the company
- Shows a strong work ethic and commitment to L&M

Customer Focus

- Treats customers as business partners
- Listens actively to external *and* internal customers
- Constantly looks for better ways to service customers