

## Personnel Qualification-Job Descriptions Procedure Lesson

1. Policy
  - 1.1. There is a documented Job description for each employee to identify his/her role and responsibilities in assuring food safety and continuous improvement.
2. Procedure
  - 2.1. Food Safety Team

2.1.1. In the event the Primary Food Safety Team Member is not available to perform their assigned duties their designated alternate shall take their place.

2.1.1.1. Primary / Alternate – Refer to *Food Safety Team- Primary and Alternate Designation Letter/ Organizational Chart/ Employee Register*

Primary	Alternate
CEO	General Manager
General Manager	PCQI/Quality
PCQI/Quality	Production Manager
Production Manager	Purchasing/Receiving/Production Supervisor
Purchasing/Receiving/Production Supervisor	Maintenance Lead

2.1.1.2. Refer to *Food Safety Team- Primary and Alternate Roster*

2.1.1.3. Refer to *Food Safety Team- Primary and Alternate Designation Letter*

2.1.1.4. Refer to *Organizational Chart*

2.1.1.5. Refer to *Employee Register*

2.1.2. Qualification of all individuals engaged in manufacturing, processing, packing, or holding Global Food Services, Inc. products including temporary and seasonal personnel or in the supervision or management thereof must either:

2.1.2.1. Have the education, training, or experience (or combination thereof) necessary to manufacture, process, pack, or hold clean and safe food as appropriate to their assigned duties

### 2.2. Job Descriptions-General Summary

#### 2.2.1. CEO

2.2.1.1. The CEO is responsible for providing strategic, financial, and operational leadership for the company and will closely coordinate and work with the Board of Directors and senior leadership team. Refer to *Job Description-CEO*

#### 2.2.2. General Manager

2.2.2.1. The General Manager has full responsibility and oversight of the facility. The position is responsible for all aspects of the plant. This position manages plant operators and partners with the environmental health and safety manager. The position will also work closely with the commercial, finance, and human resources groups in meeting the objectives of the plant. Refer to *Job Description-General Manager*

#### 2.2.3. PCQI

2.2.3.1. A PCQI is an individual who has successfully completed adequate training or is otherwise qualified through job experience to develop and implement a food safety plan. A PCQI manages important aspects of the food safety program, ensures that preventive controls are effective and proper records are maintained, has completed training in the development and application of risk-based preventive controls, oversees or conducts preparation of the food safety plan, validation of the preventive

controls, review of records, and reanalysis of the food safety plan. Refer to *Job Description-PCQI*

2.2.4. Production Manager

2.2.4.1. The Production Manager is responsible to manage the production department's activities to ensure that all customer orders are filled in a timely manner while giving support to other departments while operating in a safe and efficient manner. This position is directly responsible for leading and developing the production team. This position will report directly to the President.

2.2.4.2. Ensuring compliance with company policies and procedures, is responsible for recommending, developing, implementing, and managing safety, quality, and food safety on all product lines as it relates to food production. Refer to *Job Description-[Enter Position Title]*

2.2.5. Maintenance Lead

2.2.5.1. The Maintenance Mechanic performs a wide series of maintenance tasks to meet goals in quality, consistency, safety, cost, and on-time delivery. The Maintenance Mechanic always makes sure the operation of machinery and mechanical equipment by completing preventative and predictive maintenance and mechanical repairs to a wide range of rotating and stationary equipment as directed by supervisory personnel.

2.2.5.2. The Maintenance Mechanic must be able to troubleshoot mechanical problems and conduct repairs using work orders, diagrams, sketches, operator's manuals, manufacturer's instructions, and engineering specifications. Refer to *Job Description-[Enter Position Title]*

2.2.6. Purchasing/Receiving/Production Supervisor

2.2.6.1. Purchasing/Receiving Supervisor reviews orders received in the company's computer system to begin the purchasing process. After reviewing the orders to determine what items must be sent out from their facility, the purchasing supervisor contacts the company's vendors to acquire the necessary materials necessary to fill those orders. The purchasing supervisor oversees maintaining the storage facility to ensure health and safety codes are upheld. They also perform stock inventories and update the company's inventory system as needed. Refer to *Job Description-[Enter Position Title]*

2.2.6.2. Production Supervisor oversees production, tracks product yields, and makes necessary adjustments. Ensures that safety and US FDA/USDA health standards are met throughout all steps of the manufacturing process; trains, directs, coaches, and leads the production team in the day-to-day operations to meet production, safety, and quality requirements; drive the communication of production goals and objectives, as well as results in order to effectively motivate the team to maintain a high standard of product quality while maximizing plant efficiencies; and directs the routine maintenance and set up of machines, equipment, and facilities. Refer to *Job Description-[Enter Position Title]*

2.3. Frequency Procedure

2.3.1. Annual

2.3.1.1. Senior Management

2.3.1.1.1. Perform annual verification of personnel training records.

2.3.2. On a needed basis

2.3.2.1. Quality Department

2.3.2.1.1. Perform weekly, monthly, quarterly, and annual training and retraining of personnel as necessary to comply with this program and their respective job duties and responsibilities.

3. Responsibility
  - 3.1. Human Resources
    - 3.1.1. Ensure that all individuals employed and contracted to perform work (manufacture, process, pack, or hold food) are qualified to perform their assigned duties.
  - 3.2. Quality Department
    - 3.2.1. Ensure and verify that all individuals employed and contracted to perform work (manufacture, process, pack, or hold food) are qualified to perform their assigned duties.
    - 3.2.2. Conducts training and maintains training of all individuals performing work (manufacture, process, pack, or hold food) for the company.
  - 3.3. Department Managers and Supervisors
    - 3.3.1. Monitors and verify that all individuals employed and contracted to perform work (manufacture, process, pack, or hold food) are qualified to perform their assigned duties.
    - 3.3.2. Conducts training and maintains training of all individuals performing work (manufacture, process, pack, or hold food) for the company.
    - 3.3.3. Evaluates the Employee's Performance.
  - 3.4. All Employees
    - 3.4.1. Complies and performs to the Job Description provided, understood, and signed.
4. Corrective Action
  - 4.1. Misconduct, rule violation, and/or poor performance
    - 4.1.1. Issuance of CAPA (Corrective and Preventive Action Report)
    - 4.1.2. Verbal Warning
    - 4.1.3. Written Warning
    - 4.1.4. Performance Review/Evaluation
5. Review-Quality
  - 5.1. There is a current, documented organizational structure in place that identifies those responsible for food safety, and their interrelationship, and is agreed upon by senior management.
  - 5.2. Job descriptions are in place for positions within the supplier's site that have responsibility for food safety. The auditor may question why positions have been vacant for a long period of time or if the site chooses to use a large, temporary labor pool.
  - 5.3. Adequate resources are in place to meet food safety objectives and the requirements of the SQF System. This includes coverage for all operational shifts and absences.
  - 5.4. Employees within the site with responsibility for food safety are clearly identified, are aware of their responsibilities, and are trained and competent to carry out these responsibilities.
  - 5.5. Senior management ensures that all designated food safety practices and activities are correctly documented, meet the requirements of the SQF Code, and are correctly and fully implemented on all shifts. This would include a review of the timeliness of implementation of corrective actions, action on complaints, and addressing identified gaps in the site's programs.
  - 5.6. There is a designated SQF practitioner who manages the implementation and maintenance of the SQF System daily.
  - 5.7. The designated practitioner has the qualifications necessary to be an SQF practitioner (identified in 2.1.1.4 and 2.1.1.5) and is capable and competent to carry out this function.
  - 5.8. The designated practitioner has the support of senior management and has the time and availability to monitor the effectiveness of the SQF System; is competent and has the authority to take appropriate corrective actions when necessary and communicates to relevant employees any information necessary to maintain or improve the System.
  - 5.9. Senior management has processes in place to measure the effective implementation of the SQF System and initiate resource and review improvement programs.

## 6. History

Revision No.:	Revision Date:	Description of Change:	Originator / Author Name:	Title / Department:
0	20220915	Original	Arnel Ryan	PCQI / Compliance

### Requirements:

- (1) The trainee has read or received a verbal translation of all or part of the policy, procedure, method, and or SOP for which they are being trained.
- (2) The trainee has demonstrated the task they are to perform or the procedure for which they are being trained as required.
- (3) The trainee has demonstrated the ability to perform the task with acceptable proficiency and with minimal supervision as required.