



FOOD SAFETY COORDINATOR

ITASCA, ILLINOIS

REPORTS TO: Sr. Manager Food Safety

Job Overview:

Administer all food safety and sanitation activities for Jewel-Osco in compliance with established laws, regulations, and Division policies and procedures; maintaining a safe food and a healthful environment for all customers, associates and vendors.

Job Responsibilities and Accountabilities:

- Conducts frequent and unscheduled food safety and sanitation audits of assigned stores with particular emphasis on those stores with high or low cleaning supply movement, evidence of pest problems, customer complaints, regulatory action, history of non-compliance and referral by other company associates or management. Review audit results with key store personnel and provides assistance to correct deficient conditions. Communicate inspection results to Division management for follow-up and support.
- Coordinates all food safety and sanitation efforts with Sr. Food Safety & Sanitation Manager.
- Recommends corrective actions requiring management approval.
- Monitors and assists with food safety and sanitation training programs and on-the-job training of new associates with respect to food safety and sanitation policies and procedures.
- Review store sanitation evaluation reports provided by pest control and sanitation supplies vendor representatives.
- Monitors and assists stores to comply with local, state and federal food safety and health standards, including personal hygiene and hand washing, temperature control of potentially hazardous foods, cross contamination control, pest control and chemical use training.
- Develops and fosters active working relationships with state health officials in all states of responsibility to provide input into developing regulations and inspections processes. Stay abreast of regulatory requirements for food safety and store sanitation to provide necessary direction to Division operations executives.
- Monitors performance of sanitation and pest control suppliers, communicating to them store needs for training, supplies and service.
- Assists, as requested, with investigations of food-related illness claims to determine and implement corrective action.
- Monitors food safety and sanitation self-inspection and record keeping requirements, including service deli hot case temperature logs, training verification forms, and store food safety and sanitation green binders.
- Prepares food safety and sanitation and pest control summary reports for store and Division staff.
- Maintains channels of communication, encouraging store and Division personnel to express new ideas, suggestions and complaints, reviewing each for appropriateness and further action. Maintain channels of communication with State and local health regulators to provide for quick action to correct and prevent regulatory violations.

Job Requirements: *(Relevant Experience, Education, Certification, Knowledge, Skills and Abilities)*

- Bachelor's degree in public health, environmental health, food science, or equivalent preferred. Previous experience or education in food handling, sanitation, or public health preferred. Familiarity with retail grocery operations preferred. Must obtain all professional licensure required by local law or regulation.
- Must possess leadership ability to motivate others to achieve desired results. Deal effectively with a wide variety of people on a daily basis.
- Strong analytical skills required for data interpretation and analysis. Possess basic PC skills and desktop applications.
- Possess excellent communication skills, both verbal and written; plus the ability to speak effectively before groups. Possess ability to communicate concepts, systems, procedures, etc., in a training environment.

To apply, please send your resume to: sarah.loptien@jewelosco.com