



## FOOD SAFETY COORDINATOR

ITASCA, ILLINOIS

REPORTS TO: Food Safety & Sustainability Manager

### **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 Food Safety & Sustainability 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 reports and regulatory record keeping requirements.
- 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.
- Proof of COVID-19 vaccination status

To apply, please send your resume to: [sarah.loptien@jewelosco.com](mailto:sarah.loptien@jewelosco.com)

## Food Safety Coordinator Job Description, cont'd

*Locally great and nationally strong, Albertsons Companies (NYSE: ACI) is one of the largest food and drug retailers in the United States. Albertsons Companies operates stores across 34 states and the District of Columbia under 20 well-known banners including Albertsons, Safeway, Vons, Jewel-Osco, Shaw's, Acme, Tom Thumb, Randalls, United Supermarkets, Pavilions, Star Market, Haggen, and Carrs. Albertsons Companies is committed to helping people across the country live better lives by making a meaningful difference, neighborhood by neighborhood. In 2019 alone, along with the Albertsons Companies Foundation, the company gave nearly \$225 million in food and financial support. In 2020, the Company made a \$53 million commitment to community hunger relief efforts and a \$5 million commitment to organizations supporting social justice. These efforts helped millions of people in the areas of hunger relief, education, cancer research and treatment, programs for people with disabilities and veterans outreach. Albertsons Companies is proud to be an Equal Opportunity Employer (MFDV).*

The above statements are intended to describe the general nature of the work performed by the employees assigned to this job. All employees must comply with Company policy and applicable laws. The responsibilities, duties and skills required of personnel so classified may vary within each department and/or location.