

Rutgers Food Innovation Center - South Part-time Food Safety / HACCP Trainer & Auditor

Job Description - May consist of some or all of the following duties:

1. Deliver Rutgers Food Innovation Center (RFIC) training classes either at Rutgers locations (open enrollment) or at client locations (standard or customized course content). May be asked to develop new training materials (including photographs or graphics) or to update pre-existing presentations, but any and all new materials or changes to existing materials **MUST BE APPROVED BY SUPERVISOR** prior to delivery to students or clients.
2. Conduct client-site food processing facility inspections for purpose of Food Safety Assessment, and prepare written reports documenting the assessment and recommendations for corrective actions or improvement.
 - a. Assist food processing clients to create or update Food Safety plans, HACCP plans and pre-requisite programs, or to offer advice for getting their processing facility and documentation ready for a 3rd party audit.
 - b. Keep informed and up-to-date on regulatory issues, regulations and recent food or packaging-related outbreaks/recalls and be prepared to discuss and offer advice to clients on these subjects.
 - c. Design and conduct customized client-site Food Safety and HACCP training programs.
3. Prepare Food Safety & HACCP plans and QA documentation for RFIC in-house clients.
4. Serve as advocate and spokesperson representing the Rutgers Food Innovation Center at professional networking functions, promotional events and information-sharing sessions when requested. Must present self in a professional manner at all times, exhibiting pleasant demeanor and outgoing-gregarious type personality always willing and able to answer questions in a way that reflects well on the University and the RFIC.

Reporting To:

Rutgers Food Innovation Center's Associate Director of Food Safety, Quality Assurance & Training (Donna F. Schaffner) will supervise this employee: give work assignments and timelines for completing client assessments and reports. Written reports and any documentation / photos / training materials developed in the course of this job will be approved by Supervisor before going to clients, and all time-sheets must be forwarded to Supervisor for approval.

Work Location:

This position will primarily work outside of the Food Innovation Center (FIC) at client sites or at Rutgers training locations in the NJ/NY/PA region, with reports delivered via e-mail and regular conferences with Supervisor via phone. Occasionally may be required to take part in Team activities at the RFIC in Bridgeton, NJ, working with other staff members. As a part-time employee of the RFIC will be entitled to attend meetings and events of the NJ Food Processors Association (including QA Roundtables) as well as RFIC events and training classes held at the RFIC.



450 East Broad Street
Bridgeton, NJ 08302-2849
phone:856-459-1900 fax:856-459-3043
<http://foodinnovation.rutgers.edu/>

Time Commitment:

Time allowed for this position is limited to a maximum of 19 hours per week, averaged over each quarter (must be flexible on number of hours worked in a given time-period based on the needs of all parties involved in a project). *Time-sheet to be submitted each week to the RFIC - Associate Director of Food Safety, QA & Training

Please Email Resumes to:

Donna F. Schaffner, at DFSchaffner@njaes.rutgers.edu