



# NOW HIRING!

## Safety Manager

**Location:** Wapato/Selah

**Department:** Safety

**Posting Date:** 09/28/20

**Posting Expiration Date:** 10/12/2020

### Essential Duties and Responsibilities

- Ensure all departments in the warehouse/orchards comply to various food safety standards; SQF, Global GAP, USDA GHP, FDA Preventative Controls, Produce Safety Rule, etc.
- Validate and verify food safety risk assessments and documents
- Manage updates for risk assessments, policies and procedures
- Perform monthly food safety inspections and document nonconformances
- Perform monthly security inspection of the warehouse/orchards and document nonconformances

***\*\*review job description for more details \*\****

**APPLY NOW!**

12 Hoffer rd. Wapato WA 98951

Turn in resume at the main office or with Supervisor

Office hours: 8:00 am- 5:00 pm

Questions? Call (509)877-4188

***Values:*** *Demonstrates behaviors which contribute to the growth and achievement of Legacy's mission:*

- Integrity: We do the right thing, even when no one is watching.
- Respect: We practice the "Golden Rule".
- Teamwork: We work together to achieve common goals – no barriers.
- Excellence: We continuously look for ways to creatively improve.
- Accountability: We are personally responsible for delivering desired results.
- Passion: We earnestly care about outcomes and perceptions of others.



### JOB DESCRIPTION

<b>Job Title:</b>	Safety Manager—Orchard and Warehouse Operations.	<b>Reports to:</b>	Director Shipping and Safety
<b>Department:</b>	Safety	<b>Supervises:</b>	Orchard & Warehouse Safety Coordinators
<b>FLSA Status:</b>	Exempt (Salary)	<b>Job Code:</b>	

**Purpose:** To improve people’s lives

**Vision:** To grow and deliver the highest quality fruit and create value for our customers, employees, and growers.

**Mission:** The Sage family is admired for being the industry leader. We are passionate about creating value and improving people’s lives.

**Role Summary:** The Manager oversees all areas of employee safety relations, training and education, leave management, recruitment, onboarding, and employee performance for their respective area of the organization (production or orchard).

**Values:** Demonstrates behaviors which contribute to the growth and achievement of Legacy’s mission:

- Integrity: We do the right thing, even when no one is watching.
- Respect: We practice the “Golden Rule”.
- Teamwork: We work together to achieve common goals – no barriers.
- Excellence: We continuously look for ways to creatively improve.
- Accountability: We are personally responsible for delivering desired results.
- Passion: We earnestly care about outcomes and perceptions of others.

**Leadership Responsibilities:**

- Serve as a Change Agent and quality hiring advocate.
- Supervises team by providing coaching, performance management, and ensuring compliance with appropriate laws and practices and requests for information.
- Ensures excellent customer service is provided to employees, applicants, managers, and other community members.
- Completes performance evaluation plan (PEP) on employees in a timely and constructive manner.
- Works with management to understand current and future needs and develops process improvement plans.
- Participates in intra-departmental and inter-departmental efforts for continuous safety, quality, and productivity improvement.
- Designs methods for continuous improvement in the delivery of services by soliciting internal and external feedback, using best practice models and organizational goals.
- Provides counsel to management team on policies and practices.
- Strategic planning, continuous improvement innovation, directs team to achieve goals and objectives

- Prepares budgets, develops business plans, identify opportunities for improving budgets
- Promotes and completes required training.

**Job Duties/Responsibilities:**

- Ensure all departments in the warehouse/orchards comply to various food safety standards; SQF, Global GAP, USDA GHP, FDA Preventative Controls, Produce Safety Rule, etc.
- Validate and verify food safety risk assessments and documents
- Manage updates for risk assessments, policies and procedures
- Perform monthly food safety inspections and document nonconformances
- Perform monthly security inspection of the warehouse/orchards and document nonconformances
- Perform quarterly security threat assessment of the warehouse/orchards and document nonconformances
- Manage the monthly safety training matrix to keep current and relevant
- Perform ad-hoc projects for the Director Safety
- Update the Executive Team monthly regarding safety results and trends.
- Assist in gathering and preparing safety and training information into a usable and logical format for presentation to the safety committee, Human Resource department and the Leadership Team
- Attend meetings with the Director of Shipping and Safety to discuss goals for the week and review the calendar in order to be able to assist with preparation for upcoming events/meetings
- Attend meetings as requested, record minutes, type them, and send them to all those involved
- Become an active member in the safety committee
- Create positive relationships with the management teams, safety committee, supervisors, and hourly staff
- Attend various training opportunities as they relate to Food Safety/People Safety
- May be required to travel to various orchards and warehouses from time to time
- Weekly One-to-Ones with subordinates and Director
- Daily Stand ups with subordinates and Director.
- Other duties as assigned

**Education & Experience:**

- Bachelors in related field required
- Prefer at least 2-3 years prior work experience in the food industry as a Safety Manager

**Certificates & Licenses:**

- Global Gap Training and Basics of SQF Systems certified
- Basic HACCP certified

**Physical Requirements/Knowledge/Skills/Abilities:**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to access and navigate each department at the organization's facilities.
- Ability to write, communicate, understand, remember, and apply oral and/or written instructions or other information in English.
- Ability to plan, organize, and carry out assignments from management staff with minimal direction.
- Ability to analyze situations, interpret data and make decisions that have moderate impact on immediate work unit.
- Ability to organize and prioritize job duties in an effective and timely manner, set priorities and meet critical deadlines.
- High reasoning ability to solve practical problems with common sense approaches.

- Ability to tolerate potential harsh weather conditions for short or long periods of time in the warehouse and orchard environments
- Ability to maintain accurate files and records.
- This position requires standing, walking and sitting for long periods of time.
- This position requires exerting up to 20 pounds of force in order to lift, carry, pull, or move objects.

*“Legacy Fruit provides reasonable accommodations to assist qualified individuals in order to perform the essential duties/requirements their job requires. The description is intended to provide only basic guidelines for meeting job requirements and serves as merely a summary rather than a complete listing of duties. Responsibilities, knowledge, skills, abilities, and working conditions may change as needs evolve. This job description does not constitute a contract as employment is at will.”*

<b>Employee Signature:</b>  <b>Print Name:</b>	<b>Date:</b>
--	--------------