

	Costa Position Description	Document ID:	NHR-100
		Version No:	001
		Issue Date:	30/09/2021
		BU/Site:	Trees & Vines
		Authorised by:	National HR Ops Manager

Position Title:	Food Safety & Product Quality Coordinator
Category:	Citrus & Grapes
Reporting To:	Packing Manager
Location:	Emerald, QLD

1. Basic Summary of Position:

The Food Safety and Product Quality Coordinator's has two key functions within the Emerald citrus locations, packhouse and farms.

The ability to determine the technical and quality aspects of citrus fruits to ensure that packing is conducted according to target market specifications and right fruit, right box.

Co-ordinating food safety and quality compliance in line with Costa Food Safety and Quality Management systems.

This role is a very energetic and hands on role and includes high interaction with packhouse staff.

2.

Key Accountability and Responsibilities:	
Role Duties	- Responsibility for the accurate application of quality standards to ensure the right fruit reaches the right customer with the correct packaging and labelling. - Work collaboratively with packhouse colleagues to achieve high product quality standards and to meet "right fruit, right box" principles. - Provide ongoing coaching and training to quality personnel and fruit quality education to packhouse workers. - Responsibility for the day to day Food Safety & Quality compliance of packhouse and farming sites in Emerald including pre-requisite programs. - Provide leadership to quality team including product quality assessments and food safety and quality requirements to meet compliance and Costa standards. - Maintaining the Emerald Food Safety and Quality Management System in line with Costa Standards to meet compliance requirements. - Oversee compliance audits for food safety & quality, export and interstate certification Arrangements (ICA). - Responsibility for handling food safety and quality incidents/near misses including investigation, reporting and corrective actions. - Support the National FS&Q Manager in projects and solutions to improve Food Safety & Quality culture including implementation of new Costa programs, software and technology - Perform other duties as reasonably requested to improve company performance
OHS	- Responsibility for supporting and complying with the Costa Group Work Health and Safety Policy, including the maintenance of a safe and healthy workplace for the protection of all employees - Report any WHS incidents, injuries and hazards and participate in hazard identification, risk assessment, implementation of controls and monitoring and evaluation of processes



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- Take reasonable care of his/her own health and safety and for the safety of others who may be affected by his/her acts or omissions at work.
- Work in accordance with the policies and procedures of Costa Group, as amended from time to time
- Obey all reasonable instructions to protect his/her own health and safety, and the health and safety of others. Be unaffected by alcohol or drugs
- Perform only those procedures or tasks for which he/she has received appropriate training and instructions

Food Safety and Quality

- Supporting and complying with all of Costa's food safety and quality related policies and procedures, as amended from time to time
- Demonstrating good personal hygiene practices and use of personal protective equipment
- Handling all produce, using and maintaining all equipment, in a manner that does not compromise food safety & quality
- Immediately reporting, in line with your area of responsibility, any food safety and quality hazards, incidents or near misses to your supervisor or manager
- Leading by example, your behaviour and decisions make the difference, ask for clarification if you are not sure

Company Values

- Responsible for ensuring that your work practices are consistent with Costa Care principles
- Model and promote genuine commitment to Costa Care – People, Product and Community

3. Key Challenges:

- Drive Quality Standards to support the Brand Name and continuous improvement.
- Assist in new product and software development including change management within Food Safety and Quality
- Support requests for quality & technical information in a timely and accurate manner.
- Develop collaborative relationships with site personnel to support them in Food Safety and Quality functions and improvements

4. Candidate Requirements:

(a) Education, Qualifications, Training:

- Completed Principles and Applications of HACCP training
- Competency with TACCP & VACCP programs
- Food Safety Internal Auditor training
- Other relevant Food Safety training in quality management, product recall, food legislation & labelling will be highly regarded
- Relevant tertiary qualification in Science/Food Science will be highly regarded

(b) Experience, Skills, Knowledge:

- Proven food safety and quality skills in the food/FMCG industry (2 years minimum)
- General knowledge of food safety and quality management and control systems
- Understanding of regulatory and compliance requirements
- Excellent attention to detail and good verbal and written communication skills
- Strong Microsoft Office skills including Word and Excel
- Effective time management skills and results focussed

(c) Competencies/Character Qualities/Values:

- Determination – acting decisively and with a sense of urgency
- Passion – challenging the status quo and acting with energy and enthusiasm
- Accountability – focusing on outcomes and delivering on commitments
- Sincerity – acting boldly in an open, honest, and responsible manner
- Respect – treating others as we expect to be treated in attitude, communication, and personal safety