



Crofters Food Ltd.
470 Oastler Park Drive, Seguin, ON P2A 2W8

Crofters is growing and we are seeking an energetic, reliable & flexible team player to join our Team. Here's your chance to join a highly skilled team of professionals at one of North America's pioneering brands in the organic food movement! Crofters Food Ltd, known in the grocery aisles as Crofters Organic Fruit Spreads, is the leading manufacturer of organic jams, jellies and fruit spreads in North America. Headquartered in picturesque Parry Sound, Ontario, about two hours north of Toronto, we manufacture a vast array of fruit-based spreads sold in stores across Canada, the United States, and select international markets. From the way we source our fruit, to the way we carefully manufacture our products using forward-thinking sustainable processing techniques, to our innovative, health-conscious formulations, every aspect of our operations receives the care and attention they deserve. A small but mighty team, with the support of a US-based private equity firm, join us as we look to aggressively scale our business on our mission to become one of the leading organic food brands in North America.

Position Overview: Regulatory & SQF Program Associate

As **REGULATORY & SQF PROGRAM ASSOCIATE**, you will be responsible for assisting and working in coordination with the **REGULATORY & SQF PROGRAM MANAGER**, following regulatory and food safety guidelines and in conjunction with the Quality Team.

This position reports directly to the **REGULATORY & SQF PROGRAM MANAGER**. The duties and responsibilities of the **REGULATORY & SQF PROGRAM ASSOCIATE** will be as follows:

General Responsibilities:

1. Participate in employee training, including new hires, new equipment, and procedure changes. Participate in Joint Safety Committee and other regulatory mandated activities as required from time to time.
2. Follow equipment Standard Operating Procedures and assist with operator training when new equipment or changes to current equipment or processes are implemented. Participation in the development/improvement in SOP's is highly encouraged of all Managers. Any updates to SOPs or proposed new SOPS should be presented to the Plant Manager for consideration.
3. Promptly verify all applicable records as required, including production, cleaning, sanitation, maintenance of equipment and food safety records.
4. Keep office space, computer files, equipment manuals, parts, tools organized and in good condition.

5. Work with all employees to ensure compliance with applicable health and safety regulations through identifying risks and ensuring that corrective actions are implemented.
6. Interpret and apply local, national, and international regulations as they apply to all aspects of import, export, production, packaging, labelling, and shipping.
7. Assist with maintaining certifications/licenses and registrations for CFIA, FDA, SQF, COR, Non-GMO, and any other third-party audits as required.
8. Assist management and site personnel to prepare the site for regulatory inspections and other third-party audits. Assists with third party audits and certifications (i.e., CFIA, SQF, Organic Certification etc.)
9. Collaborate with relevant departments to support, maintain, review and update Food Safety plans, policies, program elements, SOPs and company records related to relevant certifications and food safety regulatory requirements.
10. Monitors and verifies food safety programs and practices within the facility, under the guidance of the Regulatory & SQF Program Manager and takes appropriate action to ensure the integrity of the Food Safety and Quality Systems.
11. Review and verify company documents and records relating to all Food Safety Program and regulatory requirements in collaboration with the Quality Assurance Manager and other company personnel.
12. *Review non-conformance and corrective action documentation and ensure there has been an investigation into the cause and appropriate/effective resolution taken to ensure continuous improvement*
13. Execute the Companies nutritional evaluation and label development process. Interpret labelling regulations to ensure product labels are in compliance with the jurisdiction in which they will be sold.
14. Review and sign off on all new product labels. Submit labels for approval and verify labels once received on site.
15. Provide training to employees on regulatory requirements, SQF and Organic standards. Ensure checklists, training forms, tests, mentoring forms are current.
16. Carry out internal audits, assist with monthly HACCP audits and perform floor verification of records. Be a member of the internal auditing team to ensure that all operations and actions of the Company are being conducted in accordance with the requirements of the Food Safety and Quality program.
17. Ensure customer quality portals remain current and lead the completion of new information required for new customers and/or products.
18. Monitors and verifies food safety programs and practices within the facility and takes appropriate action to ensure the integrity of the Food Safety and Quality Systems.
19. Assist with monthly, quarterly, annual reporting and data review.
20. Assist with carrying out product recalls/mock recalls according to the applicable regulations

and other quality and regulatory requirements as required.

21. Report food safety concerns and other issues to the relevant Department Manager(s).
22. Promote and maintain Good Manufacturing Practices (GMPs) requirements.
23. NOP certificates – SOE submissions
24. Other duties may be assigned to the Employee as required.

Experience, Qualifications, and Educational Requirements:

Post secondary education in food safety, regulatory, nutrition, or science and asset. industry experience, in food or related fields.

Job type: Full-time, Permanent, On-site (not remote)

Rate of Pay: \$30.00 per hour

Benefits: Basic Benefit Plan including Health and Medical, Vision Care, Dental, Wellness & Preventative Services. RSP and Bonus Program.

Please submit your resume to hr@croftersorganic.com indicating your experience and interests Crofter's Food Ltd. welcomes and encourages applications from people with disabilities.

Accommodations are available on request for candidates taking part in all aspects of the selection process.