



Job Description: Food Safety Specialist

North Shore Economic Vitality Partnership (North Shore EVP) is searching for a full-time Food Safety Specialist to join our team.

The Food Safety Specialist (FSS) will support the dissemination of food safety regulations, policies, and procedures for North Shore EVP's USDA GroupGAP program (Hawai'i GroupGAP), primarily through in person, on-site interactions with group members. The FSS will be responsible for providing technical expertise and outreach for Hawai'i GroupGAP and be knowledgeable of other regulations that pertain to USDA Harmonized GAP and HGAP Plus+ (HGAP/+) and the FDA Food Safety Modernization Act (FSMA). Through visits to group operations, facilitating training classes, and coordinating internal and external USDA audits, the FSS will ensure that our producer farms are committed to the highest standards of food safety, social responsibility and environmental stewardship. The FSS may also provide similar assistance to food hub operators and their supplier farms.

The Food Safety Specialist (FSS) will advocate for advancing the interests of Hawai'i GroupGAP at the farm, community, and regulatory levels. They will be responsible for developing and maintaining positive community and business relationships and must be able to communicate effectively with a variety of stakeholders. The FSS will also engage with relevant councils, huis, roundtables and committees as needed and will spend significant time in the field. The FSS reports to the Food Safety Director.

Responsibilities & Duties:

As a rapidly growing organization, all employees contribute to the organization at many levels. Roles and responsibilities may evolve over time and as the Hawai'i GroupGAP program grows, there will likely be opportunities for advancement. Specific responsibilities for the Food Safety Specialist include:

- Providing on the ground reconnaissance of candidate and participant operations; report on farm operations' readiness to engage in food safety practices, including detailed evaluations of the operation's critical infrastructure and operations, and an assessment of the operation's ability to pass a USDA HGAP/+ food safety audit.
- Providing assistance with record keeping, including training on how to maintain proper records and understanding the purpose of records as they relate to the operation's food safety plan and the USDA HGAP/+ audit standards.
- Provide assistance to operations on Hawai'i GroupGAP program topics at the operation, in class, and through in-person and virtual meetings.
- Support the North Shore EVP team in gathering information for each operation's food safety plan.
- Regularly assess North Shore EVP's processes and procedures and make recommendations that will keep the organization on the cutting edge of food safety technology and innovation.

Qualifications:

The successful candidate will possess strong leadership, management, and organizational skills. You will be proficient in reading and writing English and have strong verbal communication skills and computer skills, including Microsoft Word, Excel, PowerPoint, and Google Workspace/Google Drive. You should have a minimum of an undergraduate degree in Agricultural Science, Environmental Studies, Tropical Agriculture, Public Health, or a related discipline or have documented expertise in agriculture, farming, and food safety. We seek an energetic, detail-oriented self-starter who is able to work unsupervised and manage multiple projects independently. You must be able to work in the field, have your own vehicle, and be available for intermittent travel to neighbor islands. The ideal candidate operates with integrity,

approaches their work with cultural awareness and respect, and is committed to ongoing learning and professional growth. They are reliable, observant, listen well, and act with fairness and diplomacy. They work collaboratively and demonstrate the judgement and confidence to act independently where appropriate.

Desired Qualifications:

Knowledge and understanding of the Hawai‘i’s agriculture community; USDA HGAP/+ Auditor certification; knowledge of USDA GroupGAP; knowledge of or proficiency in Southeast Asian languages (Thai, Ilocano, Vietnamese) and/or Mandarin Chinese; proficiency with data collection and organization, and expertise with various social media platforms. Familiarity with the HeavyConnect food safety data collection software and app.

Benefits:

This is a full-time position with salary commensurate with qualifications and experience. North Shore EVP offers all employees:

- Medical/ Dental/ Vision Plans
- Voluntary Life, Accident, and Disability Insurance
- Paid Personal Time Off, and Holiday time

North Shore EVP seeks a candidate physically located on Hawai‘i Island.

North Shore EVP does not maintain a physical office location, as this position is mostly remote (work-from-home). However, regular in-person site visits to member operations across Hawai‘i Island (and possibly other islands) are a core responsibility of the role. The role requires a high level of participation in regular videoconference meetings and access to a reliable internet connection. Reliable transportation and the ability to travel locally across Hawai‘i Island (and other neighboring islands) are required. Relocation support is not available.

To apply for this position, please send a cover letter, resume, and three professional references to info@nsevp.org. The position will remain open until filled.

North Shore EVP is an equal opportunity employer. All qualified applicants shall receive consideration for employment without regard to sex, pregnancy, race, ancestry, national origin, religion, color, disability, age, marital status, military status, veteran’s status, sexual orientation, lactation, arrest and court record, citizenship, or any other classification protected by state or federal law.