

Watson & Pratt's
Job specification: Food Safety Coordinator

Our company comprises 2 shops, a bakery and wholesale warehouse and we are located in the welcoming town of Lampeter, West Wales. We produce bakery goods and sell wonderful organic products, fruit & vegetables to both local, home delivery and wholesale customers.

We are a close-knit and dedicated team, who thrive on hard-work and providing a high standard of customer service, across all our departments. The key element related to our employees, is their love for great food and their enthusiasm & engagement with the wide range of customers, who visit our shops, to buy our products, or those who receive weekly deliveries, further afield.

As our business grows and expands, we are excited to invite applications for a brand-new role within the business. Our decision to employ a dedicated and detail-oriented Food Safety Coordinator, with the relevant qualifications, experience and an understanding of the highest standards of Food Hygiene, will enable us to ensure that Food Safety continues to be at the forefront of everything that we do. This role would be crucial, as we continue to maintain the highest standards of food safety and hygiene, to protect customers, and ensure the company's reputation for quality and food safety.

Ideally, we are looking for an individual, who also loves food and who is in tune with our ethos, whilst being responsible for overseeing and ensuring compliance with all food safety standards, regulations, and company policies, across all departments.

The role would be flexible, and could work well with other commitments. The successful candidate would be required to work for 8 hours per week and would work closely and proactively with our management team to ensure that all production & quality assurance aspects of our business, are at the forefront, as they develop, implement, and monitor food safety procedures. They should have the ability to work independently, to identify risks and implement solutions, as well as working collaboratively within a team environment. The successful candidate must possess strong analytical skills, attention to detail, and excellent communication abilities.

They would conduct regular inspections and audits, identify potential hazards, and carry out corrective actions to prevent food safety incidents. As training is an important element in the company, to ensure that standards and systems are consistently upheld, the coordinator would also be responsible for training staff on food safety practices, maintaining accurate documentation, and staying updated on industry regulations and best practices.

The role requires a thorough understanding of food safety principles, HACCP (Hazard Analysis Critical Control Point) systems, and regulatory compliance. In addition, the Food Safety Coordinator would be expected to liaise with external regulatory bodies and auditors, such as the Environmental Health department, ensuring that the company remains compliant with all Food Safety regulations and responds appropriately to changes in external legislations on food safety standards. They will also be responsible for managing food safety incidents, conducting root cause analyses, implementing and monitoring preventive measures to avoid recurrence.

The ideal candidate will be passionate about food safety, committed to continuous improvement, and dedicated to maintaining the highest standards of quality and safety.

To summarise, your responsibilities would include:

- developing, implementing, and maintaining food safety programs and procedures.
- conducting regular inspections and audits to ensure compliance with food safety standards.
- training and educating staff on food safety practices and procedures.
- maintaining accurate and up-to-date documentation related to food safety compliance.
- identifying potential food safety hazards and carrying out corrective actions.
- liaising with regulatory agencies and external auditors during inspections and audits.
- investigating food safety incidents, conducting root cause analyses, and implementing preventive measures.
- staying informed about industry regulations, standards, and best practices related to food safety.

Qualifications & Requirements

- Bachelor's degree in Food Science, Microbiology, or related field.
- Minimum of 2-years' experience in food safety, quality assurance, or related role.
- Knowledge of HACCP principles and food safety regulations.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively within a team.
- Proficiency in Microsoft Office Suite and food safety management software.
- Certification in food safety (e.g. HACCP) preferred.
- A minimum of 2 References required

The successful applicant would be expected to work predominantly on site, to ensure that they are integrated into the team and to be part of our day-to-day, although there will be a certain amount of flexibility, to allow certain tasks to be undertaken from home.

If you have a strong background in food safety, the relevant qualifications, regulatory compliance, and quality assurance, and you are looking for a challenging and rewarding role, we encourage you to apply.

Application deadline: 15th April 2025. Start date: May 2025 Salary start rate £15.00/hr,
Location: Lampeter Industrial Estate, SA48 8LT, www.watsonandpratts.co.uk

To apply please fill in an application form (available at www.watsonandpratts.co.uk/jobs/) and send this, along with a copy of your CV to elen@watsonandpratts.co.uk. Applications via Facebook will not be considered.