

HACCP Team Leader – Responsibilities- Generic- Food Processing

- Main person responsible for document control, including the overseeing of the development, review and maintenance of all quality and food safety systems, including: HACCP, procedures, methods, recipes, work instructions, specifications and records.
- Responsibility for participating , developing, maintaining and reviewing the food safety program
- Responsibility to identify hazards that are expected to occur in the process steps. Establish and validate the controls methods for CCP's
- Implement monitoring systems for control of hazards ,Completes workplace food safety records
- Implement verification systems
- Comply with safety and GMP issues.
- Can take customer complaints
- Member of crisis management business continuity team
- Assist with auditing of the premises and food services.
- Part of management review team
- Main person responsible for training staff on the shop floor
- May test temperature of incoming goods
- May check quality of incoming goods
- May reject incoming goods
- Can place goods on hold and take off hold
- Can take and address customer complaints and corrective actions. Takes appropriate corrective action to maintain all quality and food safety systems.
- Communicates to all relevant personnel food safety responsibilities and all information essential to ensure the effective implantation and maintenance of all quality and food safety systems.
This includes - Responsibility for the communication to the management and supervisory staff of the importance of meeting statutory, legal and customer requirements.
- Ensures product safety, quality and legal requirements are maintained.
- Ensure that products are produced/ packaged to customer specifications.
- Ensure goods received are within specification
- Responsible for corrective action and the handling and disposition of non conforming product.
- Authority or implementation and completion of recall procedures. Recall Coordinator
- Responsible for the development, training and safety of all food handling personnel