



Position: Food Safety Administrative Assistant

BiRite Foodservice Distributors is a third generation, family-owned company that offers you a Complete Foodservice Solution. We offer unsurpassed service to all areas of foodservice throughout the greater Bay Area and Sacramento. Since 1966 we have focused on being the best foodservice partner in the Bay Area. We remain committed to serving *our* community with quality products, timely deliveries, and competitive pricing.

We are seeking an Entry-Level Documentation and Food Safety Admin to join our team at BiRite Foodservice Distributors. The primary responsibilities of this role will be to maintain accurate and up-to-date documentation related to food safety and regulatory compliance, such as collecting certificates of insurance, certificates of analysis, and organic certification. The successful candidate will also be responsible for assisting in the implementation and maintenance of food safety protocols throughout our distribution network. This position will report to the VP of Purchasing.

Major Duties and Responsibilities:

- Collect and maintain all necessary documentation related to food safety and regulatory compliance, such as certificates of insurance, certificates of analysis, and organic certification.
- Ensure that all food safety documentation is accurate, complete, and up to date.
- Assist in conducting regular inspections and audits of our distribution network to ensure compliance with food safety regulations and protocols.
- Identify potential food safety risks and report them to the appropriate supervisor.
- Coordinate with other departments to ensure that food safety protocols are being implemented throughout the organization.
- Collaborate with suppliers and customers to ensure that all food safety requirements are being met.
- Assist in monitoring and reporting on food safety metrics, such as compliance rates and incident rates.
- Participate in training sessions related to food safety protocols and best practices.
- Keep up to date with changes in food safety regulations and industry standards.
- Other duties may be assigned.

Qualifications and Requirements:

- High school diploma or equivalent; associate or bachelor's degree in food science, or a related field is a plus.
- Experience in food service a plus.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in G suite.
- Knowledge of food safety regulations and protocols is a plus.
- Ability to multi-task and work under pressure.



Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Frequently required to use hands and fingers to operate a computer keyboard, mouse, and telephone keyboard, and talk or hear.
- Specific vision abilities required by this job include close vision, peripheral vision, and the ability to adjust focus.
- Lifting and carrying: May need to lift and carry boxes, files, or other materials, and must be able to lift up to 35lbs occasionally.

Working Conditions:

- Office environment setting.
- The office may be crowded and noisy at times.
- Ability to work in a fast-paced, with variety of tasks to be completed throughout the day.
- Ability to remain calm and courteous under pressure, navigate tense situations and communicate professionally with persons of all backgrounds.

Salary Range: \$25 - \$28 per hour (DOE)

Benefits: Health, Dental, Vision, Life and AD&D Insurance, 401(k) matching, Profit Sharing, Health Savings Account, paid vacation, and sick time.

Schedule: Full time, Regular, Nonexempt

Shift: Monday to Friday, 7:00am to 4:00pm

***** BiRite is an Equal Opportunity Employer*****