



## Egg Innovations, LLC.

**Title: Animal Welfare Compliance Coordinator**

**Dept: Quality Control**

**JOB PURPOSE AND REPORTING STRUCTURE:** This position reports to the QA manager and is responsible for executing the corporate quality control program. This position is designed to ensure continuous production of products consistent with established standards in our Live operations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Other duties may be assigned.

**All employees are responsible to report food safety and quality issues to those responsible to initiate action.**

- Enhance and execute the corporate quality control program, for all products based on HACCP, Organic, AHA, Animal welfare standards and other approved third-party audit standards.
- Be a management liaison for the company on organic and animal welfare.
- Present a quality standard throughout the organization, moving company toward a higher quality culture and help employees know their role in that culture.
- Member of Crisis Management Team and responsible for animal welfare.
- Visit barns on a weekly basis.
- Conduct pre-audits for compliance at the farm level.
- Be our company's certification expert for farm level.
- Responsible for completing applications for third-party certifications.
- Assist in field service if necessary.
- Create relationships with growers. Help to ensure growers understand the standard Egg Innovations requires for compliance purposes.
- Help be the bridge between plant and Live Team with certifications.
- Audit grower files for missing documentation.
- Work with Feed Mill to assure feed follows third-party standards.
- Be available to assist in depopulations and repopulations.
- Work with Live Team to assure SOP binders are current and up to date.
- Update policies when new changes occur.
- Help train field service on compliance and third-party standards.
- Update and maintain all certifications, including FDA registrations.



**Supervisory Responsibilities:** This job has supervisory responsibilities.

**Qualifications:** To perform this job successfully, the individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Requires a bachelor's in science degree, technical school, or one to two years of related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

**Computer Skills:** The individual should have knowledge of Microsoft Word, Excel, and Outlook software.

**Physical Demands:** The physical demand described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to communicate with others. The employee is frequently required to stand; use hands to finger, handle, or feel; and taste and smell. The employee is frequently required to walk; sit; reach with hands and arms; climb or balance and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.

**Work Environment:** The work environment characteristics described here are representative of those the employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While the duties of this job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles. The employee is occasionally



exposed to caustic chemicals and outside weather conditions. The noise level in the work environment is usually loud.

**Travel Qualifications:** Must be able to travel 80% of the time.