



PR/087401 | Food Safety Administrator

Job Information

Recruiter

JAC Recruitment USA

Job ID

1599955

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

June 26th, 2026 12:08

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A growing organization is seeking a Food Safety Administrator to support and manage its corporate food safety programs. This role is responsible for maintaining a comprehensive food safety management system and ensuring compliance across production, procurement, and importation activities.

RESPONSIBILITIES

- Ensure finished goods meet customer and internal quality control guidelines.
- Establish and maintain branch policies, procedures, and guidelines consistent with company standards.
- Ensure compliance with all federal, state, and local food safety regulations and investigate violations.
- Oversee employee supervision related to food safety, including daily instruction on updated products and procedures.

- Maintain training programs across operations, including food safety, quality, environmental concerns, and efficient practices.
- Coordinate investigations, develop corrective actions, and recommend policies to ensure food safety and compliance.
- Arrange and conduct periodic inspections, communicate audit findings, and maintain effective communication with regulatory agencies and internal branches.

QUALIFICATIONS

- Experience supporting food safety programs within an operations or branch environment.
- Knowledge of food safety regulations and requirements at federal, state, and local levels.
- Ability to create, implement, and maintain policies, procedures, and training programs.
- Experience coordinating inspections, audits, and corrective actions.
- Strong communication skills for interacting with management, regulatory agencies, and multiple branch locations.
- Ability to organize and manage multiple tasks, meet deadlines, and complete accurate documentation and reports.
- Understanding of HACCP principles and ability to support HACCP reviews, validations, and related initiatives.

SALARY USD \$70,000–\$78,000

LOCATION Santa Fe Springs, CA

BENEFITS

- Health, dental, vision, life & accident, and pet insurance
- 401(k) with company matching
- 19 days of paid time off
- Wellness program and EAP assistance and much more!

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Company Description