



Food Safety Intern Position

We are looking for a part-time intern (paid position) to support our Food Safety and Quality Team. If you are interested, **please send your cover letter and resume to jobs@lhhco.com**.

The Food Safety Intern will assist L.H. Hayward with the following: quality control, food safety compliance, safe work environment, and other administration and production functions.

Essential Functions:

1. Assists Food Safety team with overall food safety & quality systems compliance.
2. Provides administrative support to Food Safety and Quality departments.
3. Responsible for company food safety documentation; accurate, up to date and compliant with federal, company and BRC Global standards.
4. Conducts and documents product quality checks in the packaging process; appearance of product/package, labels, date coding and lot accuracy, and any other defects.
5. Works with production supervision to aid in analyzing equipment problems (including performance issues) and developing solutions.
6. Assists with safety meetings for employees.
7. Assures compliance with all local, state, and federal laws and statutes regarding safety, food/agriculture laws, and other governmental regulations.
8. Assures customer complaints are promptly and professional attended by accepting, resolving, responding and recording all customer quality complaints.
9. Assures Quality checks are performed/documented.
10. Works with leadership teams on food safety and quality projects as needed.
11. Performs all other duties as assigned.



Qualifications:

- Working toward a B.A. or B.S. degree or Graduate degree work.
- Excellent written and oral English communication skills.
- Must have superior organization skills.
- Strong working knowledge of office software including Excel, Outlook, Word, Power point and Data Bases.
- Must possess above average analytical skills.
- Ability to understand requirements from numerous sources, apply them to our processes, and develop programs to bring or keep our company in compliance with those requirements.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, and other industries.
- Good understanding of the food packaging industry and its business.
- Must be able to interpret customer, industry, and governmental requirements pertinent to our company products and processes.