

**ELGIN**  
**FREE RANGE**  
**CHICKENS**

EST. 1997

**FREE RANGE IS A LIFESTYLE**  
**NOT A LABEL**



**Vacancy**  
**Technical Assistant**

The person will report directly to the Food Safety Management System (FSMS) Manager as Technical Assistant for: Food Safety Management System (ISO 22000:2005 standard).

**Responsibilities**

Will include but not limited to the following:

- Monitoring adherence to Hygiene, FSMS standards and Occupational Health & Safety standards.
- Food Safety team member.
- Conducting FSMS Training; Induction Training to all new employees, Food Safety Management System training as per pre-determined monthly schedule and Ad-hoc training of FSMS records/documents when changes occur.
- FSMS Triggered meetings – compiling minutes to be send electronically to the Food Safety team.
- Updating of the Master Record/ Document index of the FSMS when changes occur.
- Implementation and training of new records/procedures.
- Managing training records (books) and the updating the training matrix of each employee.
- Monthly record audit – ensure all FSMS records are received back from different Departments and direct follow-up with the key personnel if the records are out-standing.
- Records - Printing, copying and giving weekly records to different Departments.
- Compiling electronic data for monthly Food Safety meeting; Job Cards, Housekeeping and Training
- Daily/Weekly filing of records and procedures.
- Ensure all filled records are easily accessible during a traceability exercise and/or actual recall/withdrawal.
- Ad-hoc audits on site and inside the factory.

**Requirements**

- 2 years' experience working in a similar or related work environment.
- Minimum Grade 12 qualification and any related tertiary qualification will be deemed beneficial.
- Strong communication skills (training)
- Ability to communicate fluently in English and isiXhosa.
- Computer Literate (Excel, Word, Powerpoint)
- Willing to work Saturdays, Public Holidays and or Sundays as required.
- Self-motivated, self-starter and energetic.
- Well organised and enjoys administration.
- Strong work ethic and commitment to integrity.

We offer a competitive salary with benefits.

The appointment will be made in accordance with the Company's EE Policy.

**Please submit your application, clearly indicating the position you are applying for to [mdpa@freerangechickens.co.za](mailto:mdpa@freerangechickens.co.za) on or before 22 November 2018. Only shortlisted candidates will be contacted. Should you have not been contacted within 1 month, please consider your application unsuccessful.**

---

PO BOX 1176, GRABOUW, 7160, SOUTH AFRICA / T +27 21 859 2795 / W [freerangechickens.co.za](http://freerangechickens.co.za)

BOARD OF DIRECTORS: Jeanne Groenewald (CEO); Linka Cameron (MD); Lauren Tait (FD); Robyn Jackson (Chairperson); Taffy Roberts

REG. NO: 2004/020233/07 VAT NO: 4450217585

**ELGIN**  
**FREE RANGE**  
**CHICKENS**

EST. 1997

**FREE RANGE IS A LIFESTYLE**  
**NOT A LABEL**



---

PO BOX 1176, GRABOUW, 7160, SOUTH AFRICA / T +27 21 859 2795 / W [freerangechickens.co.za](http://freerangechickens.co.za)

BOARD OF DIRECTORS: Jeanne Groenewald (CEO); Linka Cameron (MD); Lauren Tait (FD); Robyn Jackson (Chairperson); Taffy Roberts

REG. NO: 2004/020233/07 VAT NO: 4450217585