**Employment Opportunities**

***To be considered for this position, you must fully complete a Commonwealth of Virginia Application for Employment through the on-line employment system at*** [*https://virginiajobs.peopleadmin.com/*](https://virginiajobs.peopleadmin.com/) ***no later than 11:59 p.m. of the cut-off date stated in this flyer.***

**Manufactured Foods Specialist #R01293 – Richmond**

**(Environmental Specialist I, Pay Band 4)**

The Virginia Department of Agriculture and Consumer Services is seeking a Manufactured Foods Specialist within the agency’s Food Safety Program. This position ensures that food products and dietary supplements in Virginia are safe by providing guidance and technical advice to consumers and the food industry. The successful candidate will assist the Manufactured Foods Regulatory Program Standards (MFRPS) Coordinator with conformance and maintenance of all MFRP Standards. Duties include assisting the MFRPS Coordinator to ensure that all of the outcomes and deliverables specified in the MFRPS FDA Cooperative Agreement are adhered to and met; assisting with the annual update of the FDA’s MFRPS Self-Assessment and strategic plan; working with home based food manufacturing operations and small food producers to address issues in labeling, processing, and general food safety; and gathering information necessary to conduct facility inspections. Additional duties include conducting audits of inspection reports and of sample collection forms; preparing various reports and documents; maintaining an assortment of files and records; and coordinating outreach efforts in order to protect public health and educate industry partners. **This is a restricted position that has been developed as part of a Cooperative Agreement with the Food and Drug Administration and will last until July 31, 2018; however, the cooperative agreement has the potential for continuation. This is a re-announcement; previous applicants do not need to reapply.**

**QUALIFICATIONS:** Knowledge of food safety practices and principles in the food manufacturing industry; of food processing and handling procedures of manufacturing establishments; of food laws and regulations; and of food microbiology and Hazard Analysis and Critical Control Points (HACCP) concepts. The ability to interpret and apply applicable laws & regulations, including the Code of Federal Regulations; to perform technical science based research relative to food products and make independent technical decisions; to communicate effectively, both orally and in writing, to include composing technical documents and audit reports; to successfully interact with staff, the public, the food industry, and other regulated agencies; to work both independently and in a team environment and provide exceptional customer service; and to effectively plan & organize work activities. Above average proficiency using standard professional computer software applications. Must have and maintain a valid driver’s license and a driving record that reflects a sense of responsibility for highway safety & be able to meet the physical demands of the position. H.S. Diploma/GED required. **Prefer:** Degree in Food Science, Biology, Chemistry, Biochemistry, Environmental Health or a related field. Current or recent experience in a similar regulatory position dealing with food safety in a retail or manufacturing environment. An equivalent combination of training and experience indicating possession of the preceding knowledge, skills and abilities may substitute for this education and experience. **Hiring Salary Range: $33,598 - $50,000 annually.**

Final candidate must successfully complete a fingerprint-based criminal background check.

*To be considered for this position, you must complete a state application through the on-line employment system at* [*https://virginiajobs.peopleadmin.com/*](https://virginiajobs.peopleadmin.com/) *by 11:59 p.m. on* ***March 20, 2018.*** *VDACS only accepts the state application; therefore, the application must be detailed and fully completed. Resumes, cover letters, or any other types of attachment or supplement to the state application are not accepted. Not submitting a complete or detailed application may result in non-consideration. For more information or assistance, you may contact the Human Resources Office, Virginia Department of Agriculture and Consumer Services, 102 Governor Street, Room 248, Richmond, VA 23219; Telephone: (804) 371-8066; Hearing Impaired 1-800-828-1120; E-mail hr.vdacs@vdacs.virginia.gov. VDACS is an equal opportunity employer & encourages candidates with disabilities to apply.*

## **Quality Customer Service: A VDACS Commitment**

***Virginia Department of Agriculture and Consumer Services***

***Human Resource Office, Room 248, Oliver Hill Building, 102 Governor Street, Richmond, VA 23219***

***An Equal Opportunity Employer* *vdacs.virginia.gov***