

American India Foundation (AIF)
Food Quality Assurance Coordinator

Position: Food Quality Assurance Coordinator
Program: Integrated Program-MP
Reporting Relationship: Program Manager – Integrated
Location: Vidisha, Madhya Pradesh
No of Positions: 1
Duration: 14 months
Nature of Employment: Consultant

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **8.4 million** lives across **26 states** of India. Learn more at www.AIF.org

About the Livelihoods Program:

AIF's Livelihoods program envisions a world where poor and vulnerable communities have access to dignified work opportunities, empowering them with sustainable livelihoods. Since 2006, our Livelihoods program has, directly and indirectly, reached more than 1.2 million beneficiaries. To enable a razor-sharp focus on the country's livelihood issues, AIF has also initiated the Market Aligned Skills Foundation (MASF), a Section-8 company envisioned as a social start-up. Closely aligned to the Global Sustainable Development Goals, the program's 'Vision 2030' focuses on seven "Pathways to Impact" with the goal of creating two million livelihoods and overall reaching out to ten million lives.

Pathways to Impact

1. **MAST 2.0:** Provide Market Aligned Skills Training and Employment as per needs of the geography
2. **ABLE 2.0:** Create Career Pathways for Persons with Disabilities
3. **Entrepreneurana:** Create Sustainable Income for Street Vendors
4. **Engage to Empower:** Create Aspirational Career Pathways for Youth and Women
5. **Harit Jeevika:** Create Sustainable Green Livelihoods
6. **Aatmnirbhar:** Create Sustainable Rural Livelihoods for Migrant Families or Women
7. **Grameen Jobs:** Create remote/multi skills jobs for rural youth within their local areas

Key Roles & Responsibilities:

- Assist in setting the quality standards and ensure that production is maintained at such

standards.

- Coordinate, guide, and audit the food quality standard across procurement, menu planning, food production, packaging, and delivery phase.
- Develop a food quality system, manual, SOP, and checklist including food quality attributes (appearance, including size, color, consistency, texture, flavor, and nutritional content) and food production phases
- Ensure all the compliances in terms of licenses and certifications to distribute the food in packets as well as in open form.
- Ensure the quality and safety parameters of the food are in place.
- Build and maintain the process of distribution as per the government/project guidelines.
- Ensure the quality of raw material from the supplier side is good.
- Maintain hygiene and safety standards at storage or warehouse or place where it is stored.
- Ensure that no expired material is purchased or used.
- Sample and identify, if any, bacteria or non-desirable excess material.
- Prepare reports on quality checks.
- Arrange, coordinate and participate in quality audits
- Complete tests required for food product packaging (if required)
- Facilitating training of Integrated Community Facilitators.
- Keep records of all tests that have been carried out.
- Ensure and maintain daily/ weekly /monthly reports of various SHG units and grade them against the set standards.
- Recommend to the project team to address local operational challenges to ensure the attainment of quality standards.
- Develop and conduct food quality training/refresher training for all the SHG members and assess their knowledge through an approved assessment tool.

Desired qualification, skills and experience:

- Any Graduate / Bachelor of Microbiology with relevant experience in Food Technology/ Food Science and Nutrition/ Food Production or any other related stream from a recognized institution.
- Should have a minimum of 3 years of experience working in the food quality assurance team / FSSAI/ Quality control department of a reputed food service provider/ training institution.
- Should be aware of **The Food Safety and Standards Act (FSS)**.
- Should have a working **knowledge of FSSAI standards and guidelines**
- Prior experience in handling such projects
- Proficient in MS Office, management, and use of data.
- Demonstrated skills to mentor staff in delivering their job responsibilities.
- Ability to network and negotiate effectively with a wide range of stakeholders to achieve the objectives of the program.
- Excellent written and verbal communication skills.
- Self-starter who can perform with minimal supervision.

How to apply:

To apply for this position, send your CV and covering letter describing how you meet the specifications for this role and what you bring to it along with your current salary and expected salary to career.livelihoods@aif.org with the subject line **“Food Quality Assurance Coordinator”**

Last day to apply: 12th July 2022

Only applications of short-listed candidates will be acknowledged.