



## **SQF Manager**

The SQF Manager responsibility is to manage the Safe Quality Food program and the documentation associated with role to ensure the Port of Wilmington follows the policies and procedures and maintains its SQF certification. Reporting to the Chief Operating Officer, this role is based within the operations team.

### **Primary responsibilities**

- Scheduling Audits (internal, external and official) consistent with the timelines and guidelines of the SQF program.
- Managing all documentation and reporting effectively and professionally consistent with the guidelines in the SQF program. Including but not limited to: after action reports, before and after photos, project schedule tracking and pest control logs.
- Managing the schedules of any/all physical projects being undertaken to support SQF
- Conducting recall and disaster recovery drills as required by SQF
- Leading education outreach program with union labor and management team
- Managing the verification and validation of essential program elements
- Identifying areas for improvement
- Liaising with contractors and vendors to ensure they complete their work on time and on budget within the protocols of the SQF Program
- Managing the quality controls of the pest control operation that is essential to the SQF program.
- Leading meetings with both SQF team and senior leadership as required by program
- Documenting minutes from all meetings to present to SQF auditor
- Other duties as required

### **Professional requirements**

Bachelor's degree or 10+ years of related work experience

5-10 years of experience in running projects and managing schedules

Experience in a union labor environment

Excellent computer and Microsoft office skills

Excellent communication skills

**Must be able to secure TWIC credentials within 90 days of employment.**

Interested applicants should submit resumes by to: GT USA Wilmington, Human Resources, 1 Hausel Road, Wilmington, DE 19801 or email to

[twiggins@gulftainer.com](mailto:twiggins@gulftainer.com) or fax to (302) 472-7745 no later than July 15, 2022.

**NO PHONE CALLS PLEASE**