

CAFF Food Safety Regional Lead Job Application

Are you interested in the CAFF Food Safety Regional Lead (FSRL) job? Please apply by filling out the questions below and submitting your resume and answers to the questions below to kali@caff.org by February 15th, 2017. Please make the email subject line: FSRL Job Application.

1. Why are you interested in this position?
2. What local food system experience do you have in one of the geographic areas listed on the job description. Don't just repeat experience listed on your resume.
3. Do you have any experience with produce food safety?
4. Provide 3 words to describe yourself.

Thank you for your application and we'll be in touch after February 15th to let you know if we will schedule a phone interview.



Food Safety Regional Lead Responsibilities:

Goal: provide regional food safety support to small and medium sized family farmers by organizing workshops, offering initial 1-on-1 technical assistance and then directing them to CAFF's Food Safety Specialist, and assisting the CAFF Food Safety Specialist in the creation of new food safety resources.

Geographical Reach: CAFF is looking for regional leads in the following parts of the state.

Fresno: Fresno, Tulare, Madera, Merced counties

San Diego: San Diego, Orange, Imperial, Riverside

San Luis Obispo: San Luis Obispo, Santa Barbara, Ventura

Regional Lead responsibilities include the following activities:

- Participate in quarterly Food Safety Regional calls to guide CAFF's food safety network direction.
- Learn the basics on food safety laws (FSMA, CA AB 224, Farmers' Markets).
- Guide growers through critically thinking of how they can modify their current practices to make their farm compliant with food safety laws and best practices.
- Conduct outreach and promotion of food safety workshops to regional farmers by connecting with farmers/local farmer groups and inviting them to attend CAFF food safety trainings.
- Arrange all the logistics (dates, collaboration with local organizations, promotion, reserving a presentation room, etc) for 4 (or more) food safety workshops over a 7 month timeframe (September 2017-March 2018).
- Capture workshop evaluation data and input into food safety Google Drive Spreadsheet.
- Provide feedback on Food Safety Regional structure, strategies, and resources participating in periodic resource reviews and annual evaluation efforts such as surveys and interviews.
- Reach out and provide 1-on-1 follow up to at least 5 farmers from each workshop.
- Have at least 1 "touch point" with at least 30 different farmers over the course of the year to complete contract. "Touch points" can include answering a food safety question, directing them to resources, directing them to Kali for further assistance, and/or visit their farm to provide assistance.

Time commitment: 25-30 hours a month

Timeline of Major Activities (subject to modifications):

March 2017: Hired.

April: Watch any webinars, listen to any podcasts, and read initial food safety primer resources binder (basic FSMA, NOP/FSMA Co-compliance, CAFF



presentations on basic GAPs, FSMA In or Out, and Fully Compliant FSMA presentation with notes) provided by food safety specialist prior to in person training. Attend 2 day food safety regional lead training at CAFF Davis office and nearby farm.

Regional leads must be available for the 2 day training occurring sometime between April 27th to the 29nd.

- May: Map the grower landscape in your region. Add contacts to Google Drive Spreadsheet and map. Figure out where the food safety need is greatest. Introduce yourself to other organizations in your region and communicate CAFF's willingness to collaborate on food safety work.
- June: Continue self-education on food safety details. Firm up potential collaborations with local groups on food safety work. Map out potential fall/winter workshop details. Quarterly food safety team call.
- July: Prepare for workshops in fall and winter.
- August: Finalize dates, locations, and other logistics for fall workshops. Print and send promotional materials for workshop. Make sure to advertise workshop throughout local community. Quarterly food safety team call. Regional food safety leads check in 1-on-1 with Kali.
- September: Kali & food safety lead host first workshop (late September). Food safety lead is mainly observing and providing logistical support. Upload workshop evaluation and tracking data to Google Drive Spreadsheet. Provide 1-on-1 follow up with at least 1 farmer and upload that data into the Google Drive. Have at least 1 touch point with at least 10 farmers (total). Add data to Google spreadsheet.
- October: Kali & food safety lead host second workshop. Food safety lead is mainly observing and providing logistical support. Depending on audience and context food safety lead may give part of the workshop. Upload workshop evaluation and tracking data to Google Drive Spreadsheet. Continue prepping logistic details for remaining workshops in January-March.
- November: Quarterly food safety team call. Figure out best locations and where highest need for 2 workshops in your region would be during January – March 2018. Make initial contact with collaborators and create a list of potential workshop options.
- December: Finalize workshop dates and develop promotional materials. Start sharing promotional materials in local channels. Have follow up with at least 2 farmers total. Add data to Google spreadsheet. Have at least 1 touch point with at least 20 farmers (total). Add data to Google spreadsheet.
- January: Kali & food safety lead host third workshop. Depending on audience, context, and abilities food safety lead may give part or all of the workshop. Upload workshop evaluation and tracking data to Google Drive Spreadsheet. Quarterly food safety team call. Finalize any last workshop details.
- February: Host last (fourth) workshop(s), potentially without Kali if everyone determines that is appropriate. Review with food safety specialist all the



workshop evaluation details regional lead has uploaded to Google Drive Spreadsheet.

Have 1-on-1 follow up with at least 5 farmers total. Add data to spreadsheet. Have at least 1 touch point with at least 30 farmers (total). Add data to Google spreadsheet.

March 2018: Review data, reflect on successes and areas of improvement at end of term meeting with food safety specialist.

Requirements:

- Commitment to the full year long project timeline (4/1/17-3/31/18).
- Individual should have a keen interest in supporting family farms and be eager to learn about complex food safety regulations.
- Strong communication skills in front of groups of people, 1-on-1 with farmers, community members, and CAFF staff.
- Individual must have access to a reliable computer and phone to be able to communicate with the Food Safety Specialist and growers in their region.
- Individual must have access to a reliable car to be able to conduct in the field outreach and commute to workshop locations.
- Individual must have at least one year of prior experience or educational experiences in agriculture and local food systems.
- Prior experience teaching (particularly to adults) and public speaking is a plus.
- Preferred but not required: proficiency in another language besides English (Spanish and/or Hmong most desired).

Compensation: \$10,000 stipend + all travel & expenses associated with workshops, travel, and training.

Payment will be in increments of \$2,500 on the following dates: 4/1/17, 8/1/17, 12/1/17, and the last day on 4/1/18.