



Food Bank RGV

JOB DESCRIPTION

JOB TITLE:	Manager of Safety and AIB Compliance	DATE:	August 2026
DEPARTMENT:	30 Operations	WRITTEN BY:	Cynthia Alcocer-Garcia
CLASSIFICATION:	Non Exempt	REVIEWED BY:	CEOs
POSITION/HOURS:	Full Time *Some Weekends		

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director of Operations

POSITIONS SUPERVISED: Maintenance Associate

JOB SUMMARY

The objective of the Manager of Safety and AIB Compliance is to prepare and maintain quality control and assurance in all Food Safety Areas of the Food Bank in accordance to AIB, Feeding America, Feeding Texas, Texas Department of Agriculture, and local Health Departments. This position is responsible for acting as the primary liaison for maintaining oversight of the five major consolidated standards of inspection for American Institute of Baking (AIB) and Feeding America compliance. This role is responsible for ensuring compliance of daily, weekly, and monthly documentation of cleaning, sanitation, pest control, GMP's, food safety, food security, and facility maintenance reports.

This position is responsible for implementing hygiene/sanitation, quality control/quality assurance and shall establish written procedures and instructions outlining specific responsibilities for each area of the Food Bank. This position implements and prepares all safety and quality assurance procedures. This role is also in charge of preparation of all preventative related materials; maintains accurate records, assists in planning activities, and related work as apparent or assigned.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Leads and mentors a team of collaborative professionals, providing guidance, training, and performance feedback
- Fosters a positive and collaborative team culture focused on achieving FBRGV goals and accountability
- Provides feedback and implements strategies for improvement
- Maintains all AIB related documentation for audit compliance purposes and archival of SDS (Safety Data Sheets), Pest Control Management logs, Standard Operating Procedures, Monthly Sanitation Self Evaluation, etc.
- Ensures compliance of OSHA regulations and reporting
- Works with all departments to ensure compliance to safety and standards of AIB, Feeding America, Feeding Texas, Texas Department of Agriculture and local Health Departments
- Responsible for action items noted on monthly facility walkthroughs that are AIB or Safety related
- Development of training of volunteers and staff to perform storage and distribution in accordance with AIB, Feeding America and TDA standards
- Responsible for Food Safety and Food Security for the Food Bank RGV and its partner agencies
- Responsible for Action Items noted on walkthroughs that are AIB and Safety related
- Conducts walkthrough with Orkin service personnel each visit to learn Pest Control procedures and look for possible issues
- Conducts periodic sampling and inspection of and correct temperature control of perishable products

- Conducts sanitation audits to include the following: proper use of approved chemicals for cleaning and sanitation; condition and maintenance of trash receptacles both inside and outside of warehouse; condition of operating equipment; and timely removal of recycled products
- Establishes and oversees the Workplace Safety Committee with responsibility for ensuring all safety related issues are addressed and followed up on
- Identifies shortcomings and uses inspection results and documentation as a training tool to make process improvements and improve employee or volunteer awareness
- Provides leadership for Workplace Safety at the Food Bank RGV
- Ensures that all health and safety standards are met according to established guidelines
- Leads/participates on Food Safety and Workplace Safety Committees
- Conducts ongoing safety training programs in food/product and employee safety
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks
- Contributes to team effort by accomplishing related results as needed
- Complies with all health regulations and other laws that govern food handling
- Evaluates existing procedures and recommends improvements to the Director of Operations
- Performs additional duties as assigned by the Director of Operations

QUALIFICATIONS

- Minimum one years' experience supervising others
- Minimum one years' experience leading a team
- Minimum two years' experience in a quality controller setting
- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Must have clear understanding and ability to articulate the mission of the FBRGV
- Ability to train others on various procedures
- Ability to politely be firm and decisive. Good judgement and discretion
- Ability to problem solve by analyzing information and evaluating results to choose the best solution to solve problems
- Ability to manage time efficiently and to work independently with minimum supervision
- Knowledge of correct way to lift heavy items and physical ability to do so
- Orientation to detail, accuracy, and the meeting of deadlines
- Operate a variety of hand and power equipment in a safe and effective manner
- Understand and follow oral and written instructions
- Possession of a current Texas Class C driver's license and access to a personal vehicle. Must have a clean driving record for at least three years prior to employment
- Bilingual English/Spanish
- Excellent communication skills, both written and verbal
- Ability to represent the Food Bank in a courteous professional manner
- Thorough knowledge and experience in Business English, Spelling, Punctuation and Grammar
- Knowledge and experience with computers, Microsoft Office, etc.

EDUCATION/CERTIFICATION:

High School Diploma, Associate's degree (preferred)
 ServSafe Safe Food Handler certification preferred; or ability to obtain
 OSHA 30-Hour General Industry preferred; or ability to obtain
 OSHA 10-Hour General Industry preferred; or ability to obtain
 OSHA Recordkeeping (29 CFR 1904) preferred; or ability to obtain
 Hazard Communication (Hazcom) preferred; or ability to obtain
 Lockout/Tagout preferred; or ability to obtain
 Walking-Working Surfaces/Fall Protection preferred; or ability to obtain
 First Aid/CPR/AED preferred; or ability to obtain

SKILLS/ABILITIES:

- Strong customer service skills and willingness to assist others.

- Able to communicate information clearly.
- Attentive to detail.
- Able to coordinate well with other departments and personnel.

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS:	Movements frequently and regularly required using the wrists, hands, and fingers.
PHYSICAL STRENGTH:	Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly. Ability to walk up and down stairs, lift, kneel, squat, stand, sit, reach, grab.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____