



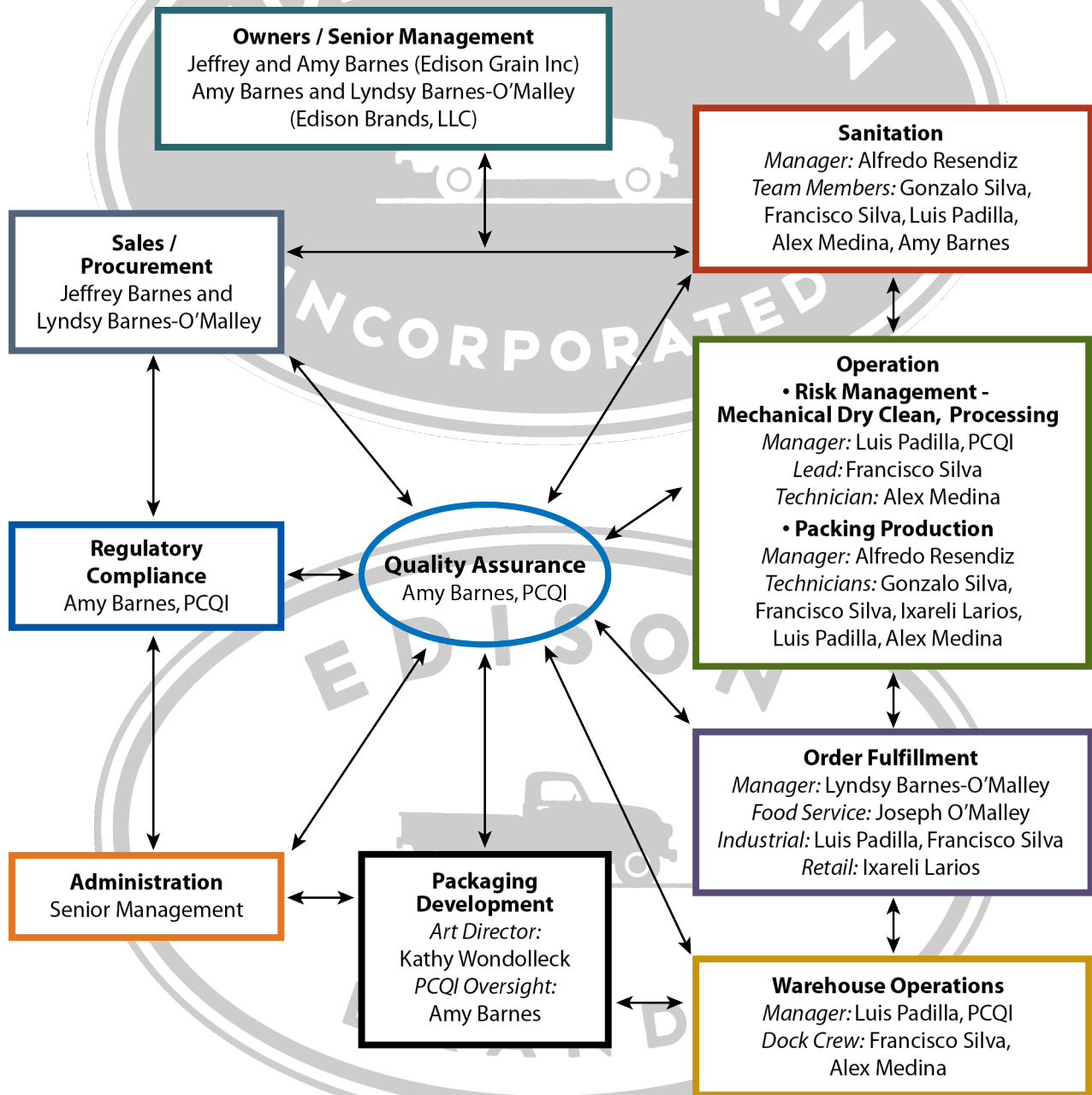
531 GETTY COURT, SUITE C
 BENICIA, CALIFORNIA 94510

P: 707-590-7010
 F: 510-263-5778



FOOD SAFETY MANAGEMENT ORGANIZATION CHART

Effective Date: 11/30/15	Revision Date: 11/15/20	Review Date: 11/02/20
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FOOD SAFETY – JOB DESCRIPTIONS

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Owners/Senior Management

- Develop high quality business strategies ensuring their alignment with Edison Grain's short-term and long-term objectives
- Develop a high performing team by leading and motivating employees
- Oversee all operations and business activities to ensure they produce the desired results and are consistent with Edison Grain's overall strategy and mission
- Make high-quality investing decisions to advance the business and increase profits
- Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics
- Review financial and non-financial reports to devise solutions or improvements
- Build trust relations with key partners and act as a point of contact
- Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth
- Maintain a deep knowledge of the market and the various players to assess Edison Grain's position within our industry
- Continue to research and develop new products to avoid obsolescence
- Get Momma a pool
- Follow cGMPs

Sales/Procurement

- Source organic ingredients
- Sell organic ingredients
- Devise and use fruitful sourcing strategies
- Discover profitable suppliers and initiate business and organization partnerships
- Negotiate with vendors to secure advantageous terms
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Work with RCO to examine and assess existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of specifications and expectations of Edison Grain
- Foresee alternation in the comparative negotiating ability of suppliers and customers
- Expect & plan for unfavorable events through analysis of historical data and prepare control strategies
- Continue and develop favorable relations with vendors and customers
- Follow cGMPs

Regulatory Compliance

- Develop and oversee control systems to prevent or deal with violations of legal guidelines and internal policies
- Evaluate the efficiency of controls and improve them continuously
- Perform risk assessments for supply contract and agreements
- Collaborate with QA to perform hazard analysis on product line
- Revise procedures, reports, etc. periodically to identify hidden risks or non-conformity issues.
- Draft, modify and implement company policies
- Collaborate with corporate counsels and internal departments to monitor enforcement of standards and regulations
- Assess the business' future ventures to identify possible compliance risks
- Review documents to identify compliance issues and provide advice or training

- Keep abreast of regulatory developments evolving best practices in compliance control
- Prepare reports for Upper Management and external regulatory bodies as appropriate
- Maintain Supplier Approval Program
- Maintain Pertinent documents to the NOP Rules: § 205.103 § 205.201
- Assist in Document Retention
- PCQI Responsibilities
- Follow cGMPs

Administration

- Bookkeeping, Scheduling, Documentation of business transactions
- Planning and coordinating administrative procedures and systems and devising ways to streamline processes
- Recruit and train personnel and allocate office space
- Assessing staff performance and provide guidance to ensure maximum efficiency
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations
- Manage schedules and deadlines
- Monitor inventory of office supplies and purchasing of new material with consideration to budgetary constraints
- Monitor cost and expenses to assist in budget preparation.
- Oversee facilities services, maintenance activities and tradesperson.
- Organize and supervise other office activities
- Ensure operations adhere to policies and regulations
- Keep abreast with all organizational changes and business developments
- Follow cGMPs

Quality Assurance

- Operational Integrity
- Conduit between all departments
- Devised procedures to inspect & report quality issues
- Monitor all operations that affect quality
- Supervise and guide staff
- Assure the reliability and consistency of production by checking processes and finished goods
- Appraise customers' requirements and ensure satisfaction
- Report & document all malfunctions and take immediate action to correct
- Facilitate proactive solutions by collecting and analyzing data
- Review current standards and policies
- Keep records of reports, statistical reviews and relevant documentation
- Ensure all legal standards are met
- Communication with staff during all stages of operation
- Report to upper management
- Follow cGMPs

Production

- Communicate with other departments to formulate objective and understand requirements
- Organize work load to meet specifications and deadlines
- Monitor production to resolve issues
- Supervise and evaluate performance of production personnel
- Maintain and schedule required production support needs (packaging, inventory, personnel, preventive maintenance)
- Ensure output meets quality standards
- Enforce health and safety precautions
- Report to upper management
- Follow cGMPs

Warehouse

- Manage warehouse in compliance with company's policies and vision
- Oversee receiving, warehousing, distribution, and maintenance operations
- Set up layout and ensure efficient space utilization.
- Initiate, coordinate and enforce optimal operational policies and procedures
- Adhere to all warehouse, handling and shipping legislation requirements
- Maintain standards of health and safety, hygiene and security
- Manage stock control and reconcile with data storage system
- Communicate with customers, suppliers and transport companies
- Recruit, select, orient, coach and motivate employees
- Produce various document pertaining to the receiving/shipping/storing/testing and handling of our products
- Receive feedback and monitor the quality of services provided by Edison Grain Inc.
- Reports to upper management
- Follow cGMPs

Order Fulfillment

- Receiving and checking incoming BOL, order receipts and pick tickets
- Locating products
- Retrieving orders according to quantity, size and ensuring accuracy
- Assemble requested ingredients onto pallets; Wrap, weigh and tag. Properly identify customer, ship to address, PO # and allergens (if necessary). Position them for delivery
- Complete documents accurately
- Assist with inventory and re-stock as needed
- Maintain equipment and reports on malfunctions
- Adhere to health & safety policies and quality standards
- Reports to upper management
- Follow cGMPs

