#

|  |  |
| --- | --- |
| **Job Title:**  | STAFF GAP CONNECTIONS/ORGANIC INSPECTOR |
| **Family:** | **5T** |
| **Level:**  | **2** |
| **Reports To:**  | Applicable Scope Manager(s) |
| **Classification:**  | Full-Time Exempt  |
| **Work Location:**  | Remote as designated |
| **Direct Reports:**  | GAP Connections Manager and Inspection Department Manager |
| **Date: 1-14-2022** | **Approved:** |

**JOB SUMMARY:**

Provides simple to complex on-site inspections both domestically and internationally for growers, farmers, and processors of organic products and services. Performs inspection per organic inspection certification standards in assigned scope. Provide simple to complex inspections on both organic and conventional tobacco and hemp producing operations per GAP Connections certification standards which will include conducting interviews with Spanish speaking workers. Educate clients on the organic and GAP Connections certification process, rules, regulations and guidelines. Work closely with certification reviewers to ensure certification guidelines and standards are met. Performs other duties as assigned by manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Conduct simple to complex level on-site National Organic Program (NOP) crop inspections for organic growers and GAP Connections inspections for both organic and conventional farmers.
* Demonstrate technical knowledge of assigned scope- NOP crops and GAP Connections.
* Conduct complex label reviews of ingredients, processing aids, and product labels for compliance with regulatory standards.
* Respond to questions from applicants regarding the certification process and general agricultural questions regarding organic farming, and handling or processing of organic products with a high level of expertise and provides comprehensible information in answering questions regarding organic processes and programs.
* Obtain knowledge and is well versed in National Organic Program (NOP), European Union (EU), and Canadian Organic Regime (COR), and all International Agreements.
* Obtain knowledge and is well versed in GAP Connections Standards.
* Review and research information concerning certification on a regular basis to ensure up to date knowledge of the interpretation of standards and policies.
* Complete required on-site inspection forms in the company approved reporting format; with clear written description of inspection findings and technical details.
* Plan and organize logistics of on-site visits with client, personal travel arrangements, and accommodations.
* Complete required amount of organic and GAP Connections inspections per company Tier Level standards and follow company safety guidelines at all times.
* Work with other QCS personnel and independent contractors to coordinate additional inspections.
* Other duties upon request

**TEAM RESPONSIBILITIES:**

* Present a positive disposition when interacting with clients, build and maintain customer satisfaction, and seek ways to improve service delivery.
* Follow fiscal guidelines, regulations, principles, and standards; seek ways to reduce cost.
* Support the company mission in supporting and promoting organic and sustainable agriculture and the company’s services and programs. Link mission, vision, values, goals, and strategies to everyday work.
* Adhere to a set of core values that are represented in decisions and actions. Earns other’s trust and respect through consistent honesty and professionalism in all interactions.
* Seek and acquire new competencies, work methods, ideas, and information that will improve own efficiency and effectiveness on the job.
* Diligently attend to details and pursue quality in accomplishing tasks.

**ADDITIONAL RESPONSIBILITIES:**

* Help others navigate complex or sensitive issues, keeping the client’s best interest in mind as well as the integrity of the standards.
* Interpret complex, technical, professional or legal information, publications, and regulations.
* Measure distance, area, volume and weight using standard tools and mathematical formulas to calibrate and determine unit conversion.
* Help others identify key goals and use their talents to achieve those goals. Identifies others’ potential and strengths, and works to build on them.
* Develop reasonable and consistent performance standards and ways of evaluating outcome quality.
* Apply logic and complex layers of rules and regulations to analyze and categorize complicated information. Break down complex information into component parts so others understand.
* Willing to travel as required, including overnight.

**QUALITIFICATIONS:**

* A degree in agriculture, food processing or other relevant field of study is encouraged but not required.  Experience may substitute for education.
* Must be fluent in Spanish and English

**Remote Staff:**

* Must provide high quality sustainable internet connection while working at home
* Must be able to receive adequate cell phone signal for use with a company provided phone on the Verizon and/or AT&T network while working at home

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Good oral and written communication skills
* Highly organized, attentive to details and self-motivated
* Technical knowledge in U.S. crop production, particularly of tobacco and crops that tend to be grown in rotation with tobacco.
* Ability to research and obtain any needed technical information
* Investigation and observation skills, combined with courtesy and sharp mind.
* Ability to plan travel schedule and to respond to changes in the inspection schedule.
* Ability to write clear, complete and precise reports.
* The inspector also needs a valid driver license to get to the clients’ fields or site
* Ability to travel, multitask
* Ability to understand, interpret, and communicate technical aspects of organic processes, regulations, and standards.
* Ability to understand, interpret, and communicate technical aspects of GAP processes, regulations, and standards
* Ability to research information from multiple sources and identify, collect, and organize data for decision making.
* Adapts to changing business needs, conditions, and work responsibilities and works with a variety of situations, individuals, groups and varying customer needs.
* Prioritizes tasks by importance and deadlines and adjust priorities as situations change.
* Strong customer service orientation, interpersonal skills and relationship building required.
* Requires exceptional verbal and written communication and outstanding presentation and interpersonal skills.
* Proficient in MS Office applications and ability to utilize other software programs as needed.

**WORKING CONDITIONS:**

**Environment:**

Work is performed both inside and outside. Inside work is in a well-lighted, heated and / or airconditioned indoor office setting with adequate ventilation. There is moderate noise with business computers, printers, phones, etc. Outside work may be performed in inclement weather conditions (snow, ice, heat, wind, rain, etc.)

**Physical Activity and Ability:**

* Work requiresSedentary physical activity performing non-strenuous daily activities of an administrative nature.
* Must have the ability to sit for long periods of time and talk and hear/ listen though out the work period.
* Must have the manual dexterity sufficient to reach/handle items and work with fingers.
* Must be able to see at close distance with clear vision at 20 inches or less, and have color vision to with ability to distinguish colors on a computer screen. (review color labels).
* Must be able to walk, stand, sit, talk, hear/listen, use hands and fingers to handle and feel, reach with arms and hands, climb or balance, stoop, kneel, crawl or crouch, taste, and smell. Requires lifting 20 lbs. as needed.
* Ability to work at heights and climb using a ladder (two story building, silo, barns, etc.)
* Must be able to work independently, self-motivate, have good observation skills, and apply critical thinking with little guidance.
* Must be able to work around chemicals, animal urine and excrement. Must utilize required Personal Protective Equipment (PPE) and follow all company safety guidelines.
* Requires the ability to walk on rough terrain; uneven ground, incline and decline, ditches, etc.

*All job requirements are subject to possible revision to reflect changes in the position requirements or to reasonably accommodate individuals with disabilities. This job description in no way states or implies these are the only duties which will be required in this position. Employees will be required to follow other job-related duties as requested by their supervisor/manager (within guidelines and compliance with Federal and State Laws.) Continued employment remains on an “at-will” basis.*