



VERMONT MAPLE SUGAR MAKERS' ASSOCIATION

P.O. Box 83, Westford VT 05494

Phone: 802-777-2667

www.VermontMaple.org

January 2021

Job Title: Sugarhouse Food Safety Specialist (SFSS)
Part-time, contracted (not a VMSMA employee)

Pay Rate: \$232.50 per completed Certification; this includes mileage and all time pre and post Certification with sugar maker and to complete paperwork. Since this is a contracted position, Specialists are not employees of VMSMA but are independent contractors responsible for their own tax payments. Specialists must complete an IRS [Form W-9](#) annually and will receive a 1099-MISC form from VMSMA each year.

Reporting Structure: Specialists work under the direction of VMSMA's Quality Director.

About VMSMA:

The Vermont Maple Sugar Makers' Association (VMSMA) is a non-profit agricultural membership organization organized in 1893. VMSMA's mission is to protect the tradition of maple sugaring while maintaining the highest standards of production and product quality; to identify and study problems and issues that relate to the industry and to set in motion actions to resolve these; to provide educational programming and materials to the general public and the agricultural community with regard to current information, research and advancements relating to maple and maple production; and coordinate industry wide marketing and promotional efforts to support the Vermont Maple Brand, as well as encouraging greater use of Vermont produced and packed maple products within the State as well as in outside markets.

About the Sugarhouse Certification Program:

The new Sugarhouse Certification Program aims to align current sugarhouse food safety practices with those of the Food Safety Modernization Act to create a practical, usable operational guideline that can be documented and followed. The program will certify maple syrup as a safe food while expanding market access and strengthening our reputation for quality and pure products.

Job summary:

Sugarhouse Food Safety Specialists perform sugarhouse audits using the VMSMA Sugarhouse Certification Checklist. The Quality Director will assign sugarhouses ready for Certification to the Specialist to review offsite paperwork and to schedule an onsite audit. Specialists will be assigned specific territories in Vermont to cover so as to minimize mileage, to the extent possible.

Specialists will review the Checklist at the sugar house and determine whether or not the sugar house meetings the criteria or needs to remedy any deficiencies prior to Certification. Any deficiencies will be reviewed by the Quality Director, who will also ensure that remedies have been enacted before the Certification is final and the sugarhouse receives a Certificate under this program.

Vermont Maple...the Official Flavor of Vermont!



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Work Environment:

This position works remotely and at a variety of sugarhouses for onsite audit. Work is a mixture of phone and desk work (paperwork) and walking outside in wooded areas and inside sugarhouses.

Essential Functions of the Job:

- Successful completion of training with Quality Director
- Phone screening of Sugarhouse Certification applicants to ensure readiness and review existing documentation.
- Making onsite appointments to audit sugar houses, within a reasonable period of time after the remote review has been successfully completed.
- Keeping appointments for onsite audits and ensuring all communication is professional and timely.

Knowledge, Skills and Abilities Required:

- Reliable mode of transportation
- Valid drivers' license
- Ability to communicate professionally and respectfully with a broad array of individuals
- Ability to share detailed information in a way that is approachable and understandable to different audiences
- Ability to take sometimes complex information and share it in an approachable and understandable way based on your specific audience at the time
- Neat and clean appearance
- Clear command of the English language, both written and spoken
- Proven ability to effectively manage time and multiple appointments
- Reliable cell phone with appropriate coverage
- Must have a way to accept and send email (especially documentation related to Certification)
- Must be able to walk on uneven terrain in all weather conditions, negotiating sugarhouses and related buildings – often off season and unheated, and having a keen eye for observing small details
- Must have good eyesight

Required Experience:

- Prior experience with the Vermont maple industry; prefer applicants who have some level of maple sugaring experience
- Preference for applicants with a food industry background (e.g., restaurant work) with ServSafe (or equivalent) training