EXTENSION ASSOCIATE

Process Authority and Outreach for the Cornell Food Venture Center New York Office (CFVC@NYC)

CORNELL UNIVERSITY
COLLEGE OF AGRICULTURE AND LIFE SCIENCES
DEPARTMENT OF FOOD SCIENCE

In keeping with Cornell’s Land Grant Mission to create and apply knowledge with a public purpose, the Department of Food Science strives to apply the principles of science and engineering to ensure the nutritional value, safety and quality of foods in the United States and around the globe. Our programs integrate the disciplines of chemistry, biology, nutrition, sensory evaluation, physiology, biotechnology and engineering to ensure that all people have access to healthy, affordable food.

The Cornell Food Venture Center (CFVC) is an established extension program of the Department of Food Science and its main purpose is to provide comprehensive assistance to beginning and established food entrepreneurs, thus promoting sustainable economic development of rural communities. The Center offers services, outreach and research development opportunities in four critical areas: business and product process development, product safety, process/product technology transfer and product commercialization. Currently, the CFVC responds to over 5,000 inquiries for assistance every year and assists food processors and entrepreneurs that require safety evaluations of over 1200 specialty products for commercial production.

The CFVC has recently established a satellite office and food testing lab in Brooklyn, NY, creating a job opportunity for a highly motivated food scientist with product development and food safety background. This office is strategically co-located with a diversity of food systems focused stakeholders including NY State Department of Agriculture and Markets NYC Marketing Division, Food Safety Inspectors, Cornell Cooperative Extension Urban Agriculture Program, and USDA Urban Agriculture Program. In addition, there are emerging opportunities for collaboration with the newly established Cornell Tech Campus programs in Manhattan.

BASIC FUNCTION AND RESPONSIBILITIES:

Work in collaboration with the Director of the Cornell Food Venture Center (CFVC) and other CFVC personnel, providing extension, education and outreach for food processors and entrepreneurs in the New York City area, increasing knowledge and competence of start-up food companies ensuring the safety of new food products, improving regulatory compliance and facilitating local economic development. Develop food formulation and processing guidelines for new food products manufactured by small-scale food processors and entrepreneurs, based on current scientific knowledge of critical factors that affect the safety and stability of foods. Evaluate a variety of product formulations
and processes for food safety hazards and stability in compliance with state and federal regulations. Act as a Process Authority to write and issue process review letters and scheduled processes for new food products to prevent, control and eliminate hazards in food manufacturing processes, thus meeting state and federal regulatory requirements. Interact with and understand the needs of stakeholders in terms of knowledge gaps and training delivery methods. Work with the CFVC personnel, faculty, staff and students to offer comprehensive technical assistance related to food entrepreneurship in NYC. Work with the CFVC Director to ensure the sustainability of the New York City Office through various funding sources including fees per services, trainings and grants. Identify needs and gaps in existing instructional materials, develop appropriate educational resources, and coordinate communication with stakeholder audiences and Cornell Food Science faculty and students. Attend and present at professional meetings and sponsored workshops, and forge partnerships with organizations with similar and complementary interests.

**STARTING DATE:** March 1, 2018 or as negotiated. This is a 1-year term appointment renewable contingent on satisfactory performance and available funding.

**DUTIES AND RESPONSIBILITIES:**

1. As one of the CFVC’s Process Authorities, develop science-based guidelines for food product categories that meet state and federal regulations. Analyze food samples and review requests for Process Authority services from NYC food entrepreneurs. Write process review letters and schedule processes for new food products to ensure their safety and stability (45%).

2. Identify needs and demands for specialized training; organize and deliver workshops for new and established NYC processors to meet federal and state regulations (30%).

3. Oversee day-to-day operations of the CFVC@NYC in coordination with CFVC activities and provide direct assistance to start-up food companies, food entrepreneurs and regulatory authorities in the New York City area (10%).

4. Collaborate with the Director of the CFVC, Cornell University faculty, staff and stakeholders to identify needs and gaps in existing instructional programs and materials, and develop new or improved educational programs and materials to address those needs and gaps (5%).

5. Represent the CFVC at meetings and events, attend and present at professional conferences and workshops, cover topics pertinent to small-scale food processing and regulations (5%).

6. Work with the Director of the CFVC to ensure the New York City office’s sustainability (5%).
SUPERVISION RECEIVED: Supervised by the Director of the CFVC, Dr. Olga Padilla-Zakour, to meet program goals and objectives.

REQUIRED QUALIFICATIONS: Minimum of a Master’s Degree in Food Science or related field, with 3-5 years of experience in regulatory compliance and safety evaluation of food products. Understanding of food safety, food processing, and familiarity with food regulations and licensing issues at the state and federal levels. Must have excellent leadership and communication skills, and be willing to work closely with large and small food companies. Demonstrated ability to communicate with a broad range of people and assist them in meeting the challenges and opportunities available in food production. Must have experience in public speaking and writing for general audiences. Demonstrable abilities to organize and oversee complex projects, complete tasks in a timely and effective manner. Demonstrable multi-tasking expertise, human relations skills, and proactive initiative highly preferred. Willingness and ability to travel regionally and nationally as necessary to perform tasks. Must successfully complete a driver background check. Attention to detail as well as excellent analytical and problem-solving skills. Able to work quickly and effectively under pressure, use judgment in accomplishing tasks that are of an urgent or sensitive/confidential nature, balance conflicting priorities and make decisions from a wide range of choices. Should be comfortable working in an environment where change in processes or procedures is the norm. Must be able to meet the travel requirements of the position, and have reliable transportation as well as have and maintain a valid and unrestricted New York State driver’s license.

Applications including a cover letter, CV, a statement of extension program, and three reference letters should be submitted online at: https://academicjobsonline.org/ajo/jobs/10700.

DEPARTMENT AFFILIATION: The successful candidate will be located in Brooklyn, NY and affiliated to the Department of Food Science, College of Agriculture and Life Sciences at Cornell University. The Department offers comprehensive research, teaching, and extension programs.

Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.