



## Job Description

<b>Job Title</b>	Regulatory Labeling Scientist	<b>FLSA Status:</b>	Exempt
<b>Reports to:</b>	R&D Manager	<b>Area:</b>	Operations-Production
<b>Direct Reports:</b>	N/A	<b>Update Version (MM/YY)</b>	09/25- Version 0

**I. Job Summary/Purpose:**

The Regulatory Labeling Scientist ensures that Morgan Foods products comply with FDA, USDA, and third-party standards on customer labels. This reports to the R&D Manager, supports the Label Regulatory Specialist, and collaborates with internal teams to improve label development processes, ensuring timely and accurate regulatory oversight.

**II. Specific Duties and Accountabilities:**

1. Ingredient & Recipe Compliance:
  - a. Review ingredients and recipes for regulatory compliance.
  - b. Interpret regulations to ensure accurate labeling.
2. Label Development & Management:
  - a. Create Nutrition Facts Panels and ingredient statements.
  - b. Ensure compliance with health/wellness claims and standards of identity.
  - c. Maintain label data in SAP PLM.
3. Customer & Certification Support:
  - a. Collaborate with customers on label artwork and specifications.
  - b. Manage USDA approvals and certifications (Organic QAI, Non-GMO, Kosher OU).
  - c. Support customer label development and artwork through SAP Engineering Change Management.
4. Cross-Functional Collaboration:
  - a. Work with Food Safety, QA, Purchasing, and Operations teams.
  - b. Assist with filings and audits in collaboration with Food Safety and QA teams.
5. Regulatory Leadership:
  - a. Research and interpret regulations.
  - b. Develop white papers and position statements.
6. Drive continuous improvement in labeling processes
7. Promote a culture of continuous improvement, safety, food safety, and compliance.
8. This position is accountable for ensuring compliance with all regulatory requirements (including but not limited to FDA, USDA, OSHA, SQF, HACCP, and company policies).
9. The duties and responsibilities listed are enunciative but not limiting; the employee may be required to perform additional tasks as directed to meet the needs of the business.
10. This position is responsible for supporting all internal and external audits, maintaining audit readiness at all times, and ensuring corrective actions are completed as required.

**III. Required Competencies and knowledge:**

1. Drive for results

Location:	
Approval and Date	



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2. Learning Agility
3. Values and Ethics
4. Analytical and process oriented
5. Communicating Effectively (clearly conveys information and ideas) and Presentation Skills (if it involves influencing groups)
6. Problem Solving (uses rigorous logic and methods) and Decision Quality (makes good decisions based on analysis and judgment)
7. Building Relationships / Interpersonal Savvy (relates well to all kinds of people, builds constructive relationships) and Peer Relationships (works effectively across functions and levels)
8. Project management
9. Strong understanding of FDA, USDA, HACCP guidelines.
10. Proficient in Microsoft Office and ERP systems (SAP preferred).
11. Strong communication, problem-solving, and relationship-building skills.
12. Ability to travel as needed.
13. Highly collaborative team player with a strong commitment to shared success.

**IV. Education and Experience:**

1. B.S. in Food Science, Biology, Chemistry, Nutrition, or related field.
2. 2–5 years in Regulatory, QA, or Food Safety within the food industry.

**V. Certification/Licenses: N/A**

**VI. Physical Requirements:**

Ability to stand and walk for prolonged periods (8–12 hour shifts).  
 Must be able to bend, stoop, squat, reach, and climb stairs/ladders as required.  
 Ability to lift up to 50 pounds occasionally, and push/pull up to 100 pounds with assistance.  
 Manual dexterity and ability to handle tools, equipment, and small parts. Visual acuity to read documents, computer screens, and perform quality checks.  
 Ability to work in a non-climate-controlled environment with varying temperatures (hot, cold, humid).  
 Tolerance for working around strong food odors, chemicals used in sanitation, and noise typical of a food manufacturing facility.  
 Must be able to wear required PPE (hairnets, beard nets, gloves, goggles, hearing

**VII. Decision Making Authority:** Recommendation

Location:	
Approval and Date	