NAME \_\_\_\_Amanda\_\_\_\_\_\_\_\_\_\_\_INDUSTRY/SEGMENT \_Manufacturing/Food Manufacturing

[insert photo]

**JOB TITLE OR FUNCTION** \_\_\_Compliance Coordinator\_\_\_\_\_ **REPORTS TO** \_\_VP of HR\_\_\_\_\_\_\_\_\_

**AGE** \_\_37\_\_\_\_\_ **EDUCATION** \_\_\_\_Some College/HAACP & Food Safety Certifications\_ **YEARS IN THIS JOB** \_\_\_\_5+\_\_\_\_\_

**TECHNOLOGY USED** \_\_\_Auditing tools (iAudit), Training tools (Alchemy, Red Vector), Excel Spreadsheets\_\_\_\_\_\_\_\_\_\_\_\_

TECHNICAL PROFICIENCY

Novice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proficient \_\_\_X\_\_\_\_\_\_\_\_\_\_ Expert \_\_\_\_\_\_\_\_\_\_\_\_\_

### Situation

A typical day in the life of your persona

The Compliance Coordinator is constantly reviewing compliance with Food Safety programs and standards. Alerting Supervisors and frontline personnel of upcoming audits, reminding them to complete their compliance training, and keeping up to date with the latest standards. Implementing new processes and ensuring compliance for the frontline personnel to follow while working on the plant floor is also part of their daily life. Preparing for the next audit is always top of mind for the Compliance Coordinator.

A typical interaction with your product

The Compliance Coordinator would use our safety auditing app to identify potential hazards on the plant floor, potential violations of standards, as well as assign training to personnel.

A perfect day

Passing an audit with minimal to no citations. Seeing the team complete their training and comply with new process implementations.

### Top of Mind Issues

Preparing for the next audit. Ensuring that her team has completed all training.

Doing internal pre-audits, identifying issues, and assigning corrective actions and training to frontline personnel.

### Other Information

What they read online and offline; member associations

HAACP/GMP Discussion Groups

Food safety and compliance blogs.

SQF/BRC Standards updates.

Budget approval levels and ROI expectations

The Compliance Officer does not have authority to approve budgets but can make recommendations to upper management regarding budgets. ROI, to decrease time spent preparing for audits, reduce time ensuring compliance training has been completed, reduce citations. To see a decrease in time spent on all of these activities within 6-12 months.

How the persona is rewarded or motivated (compensation, bonus, commission, other recognitions)

$65,000-$80,000

Recognition by upper management for successfully passing an audit with minimal to no citations.

Recognition by upper management for successful implementation of new food safety standards processes.

Written By\_\_\_Sami Atieh\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_4-24-22\_\_\_\_\_\_\_\_\_\_