



**Job Description**

**Position Title:** Compliance Program Specialist

**Department:** Compliance

**Reports To:** Food Safety Manager

**Status:** Full-time, Salaried

**Job Summary:**

The Compliance Program Specialist is responsible for managing the continuous upkeep and development of all documented compliance programs as they pertain to regulatory, internal, third party and customer standards and requirements. They will work closely with the Food Safety, Environmental and Animal Health and Welfare Managers in maintaining these programs as current, trending data captured within records and ensuring programs are reviewed and updated per schedule. They will assist in utilizing current events and captured trends for program development and process improvement within the Compliance Programs. In addition, this position is responsible for assisting compliance administration personnel in ensuring all records and programs are properly stored and filed as they pertain to the programs. This position works closely with all members of the Compliance Team and Site Management.

**Essential Job Functions**

1. Works with Compliance Management in developing, issuing and continuously improving programs, including compliance with regulations and/or standards from SQF, FDA, ODA, EPA, UEP and customers.
2. Tracks program review schedules and coordinates updates, reviews, drafts, issuing, etc. to ensure all programs are reviewed and kept current as required.
3. Carries out quarterly reviews with processing management and compliance management.
4. Helps carry out compliance orientation training and other routine trainings for retained employees.
5. Stays current and up to date on new rules, regulations, standards, etc. to communicate to appropriate compliance managers and changes to standards/programs needed.
6. Assists with prep and leading third party audits for compliance programs.
7. Managers registers and keeps up to date.
8. Assists with the upkeep of all trending/data and reviews this data to drive opportunities for improvement in operations and compliance (GMP, sustainability, hold product, water usage, validation trending, pest control).
9. Tracks training needs for all compliance requirements
10. Tracks and manages compliance schedules for calibrations, program reviews, audits (internal/external), completion of various routine compliance activities
11. Assists with the prep and shipment of samples as needed.
12. Prepares monthly, quarterly review reports, data, information, etc. for processing and production.
13. Serves as backup to Compliance Administrator.
14. Performs all duties as assigned.

**Qualifications:**

**EDUCATION:** Bachelor's Degree in a related field (Animal Science, Food Safety, Environmental Science, etc.) or commensurate experience  
HACCP and SQF Certified (or ability to obtain)

**EXPERIENCE:** 2-4 years of experience managing, developing and/or writing compliance programs preferred  
Working knowledge of the poultry industry, with knowledge of state and federal regulations related to poultry and/or egg production preferred

**REQUIRED SKILLS:** Good Communication (Written / Verbal) skills, organized, goal oriented, accountable. Good Leadership skills. Must be competent in the Microsoft Office suite of products. Must have good problem-solving skills.

**PREFERRED SKILLS:** Ability to demonstrate results of "buy-in" and employee ownership of compliance programs.

**PHYSICAL REQUIREMENTS:** Able to lift 50lbs. Able to work in various climate conditions including extreme heat and cold environments, walking, standing and sitting for long periods of time.

**LAST REVISED:** 10/14/2021

I certify that I have read this job description, it has been explained to me and I understand my duties and responsibilities as stated herein.

Employee Printed Name	Employee Signature	Date
Supervisor Printed Name	Supervisor Signature	Date
HR Printed Name	HR Signature	Date

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Continued employment remains on an "at-will" basis.