AUBURN
Human Resources

# Coord, Meat Production

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | AA58 |
| Job Description Title | Coord, Meat Production |
| Pay Grade | AF12 |
| Range Minimum | $44,160 |
| 33rd % | $51,520 |
| Range Midpoint | $55,200 |
| 67th % | $58,880 |
| Range Maximum | $66,240 |
| Exemption Status | Exempt |
| Approved Date: | 5/24/2024 5:35:45 PM |

## JOB FAMILY AND FUNCTION

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|---|---|
| Job Family: | Agriculture & Forestry |
| Job Function: | Farm & Agriculture |

## JOB SUMMARY

Coordinates and ensures the operational obligations within the meats lab are properly executed. This includes slaughter, fabrication, further processing and packaging, as well as sanitation and supply inventory, while adhering to all USDA regulations.

## RESPONSIBILITIES

- Coordinates and oversees the retail meat cutting and merchandising by training and supervising the junior butcher and student employees in meat cutting, merchandising, and packaging. Maintains raw materials and finished product inventories. Orders raw materials and maintains food safety records associated with raw products.
- Trains and supervises student employees in food plant sanitation. Ensures the plant meets all of the requirements of inspected meat processing.
- Trains and supervises junior butcher and student employees in the humane harvest of livestock.
- Trains and supervises student employees and junior butcher in the formulation, manufacturing, cooking, and packaging of further processed products. Maintains food safety records for cooked products and manages inventory of finished goods and raw materials.
- Participates in the Meat Butchery Certificate program by training students in all aspects of meat production.
- Works closely with the Director, as well as farm managers and researchers to forecast animal needs and scheduling. Works with Director and sales room manager to forecast and schedule retail and processing to meet demands of sales room. Develops short-term plan on weekly and bi-weekly basis to balance customer demand with animal and raw material inventory to maximize use of products and economic returns.
- Performs meat cutting demonstrations throughout the year for extension/outreach events, classes and assisting with research projects that are being conducted by graduate students and faculty members.
- Maintains equipment and communicates with Director when equipment is in need of repair or replacement.
- Conducts demonstrations on how to properly butcher meat carcasses into wholesale and retail cuts for meat merchandising for culinary students, sales people, and consumer science teachers.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

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| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience | |
|---|---|---|---|---|---|
| High School Diploma or GED | | and | 4 years of | Experience as a master butcher or equivalent; extensive experience in animal harvest, meat processing and smoking, and meat merchandising. 1 year of experience mentoring and/or training other preferred. | Or |
| Associate's Degree | Meat science, food science, animal science, agriculture science or related field. | and | 2 years of | Experience as a master butcher or equivalent; extensive experience in animal harvest, meat processing and smoking, and meat merchandising. 1 year of experience mentoring and/or training other preferred. | Or |
| Bachelor's Degree | Meat science, food science, animal science, agriculture science or related field. | and | 0 years of | Experience as a master butcher or equivalent; extensive experience in animal harvest, meat processing and smoking, and meat merchandising. 1 year of experience mentoring and/or training other preferred. | |

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|---|---|
| Knowledge of all aspects of butchery including, but not limited to, harvest, fabrication, retail merchandising, further processing and cooking. | |
| Must have knowledge of USDA regulations regarding meat processing establishments and comprehensive experience in HACCP, GMPs, SSOPs, Pest Control and Biosecurity. | |

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/ Desired | |
|---|---|---|---|---|
| None Required. | | | | |

## PHYSICAL DEMANDS & WORKING CONDITIONS

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|---|---|
| Physical Demands Category: | Other |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Standing | | | | | X | |
| Walking | | | | X | | |
| Sitting | | | X | | | |
| Lifting | X | | | | | |
| Climbing | | | X | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |
| Talking | | | | X | | |

## PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|---|---|---|---|---|---|---|
| Hearing | | | | | X | |
| Repetitive Motions | | | | | X | |
| Eye/Hand/Foot Coordination | | | | | X | |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|---|---|---|---|---|---|
| Extreme cold | | | | | X |
| Extreme heat | | | | | X |
| Humidity | | | | | X |
| Wet | | | | | X |
| Noise | | | | | X |
| Hazards | | | | | X |
| Temperature Change | | | | | X |
| Atmospheric Conditions | | | | | X |
| Vibration | | | | | X |

**Vision Requirements:**

Ability to see information in print and/or electronically.