AUBURN
Human Resources

Coord, Nutrition Center

Job Description

JOB INFORMATION

Job Code	AA81
Job Description Title	Coord, Nutrition Center
Pay Grade	VT05
Range Minimum	$39,040
33rd %	$44,250
Range Midpoint	$46,850
67th %	$49,450
Range Maximum	$54,660
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Veterinary & Animal Care
Job Function:	Animal Care

JOB SUMMARY

Coordinates and supervises the Miller Poultry Research and Education Center in the manufacturing of animal feed, in accordance to production and quality control standards.

RESPONSIBILITIES

- Coordinates and manages the manufacturing of feed based on research specifications, ensuring accuracy of formulations and quality of finished research diets. Ensures specific ingredients, manufacturing tolerances and computer input specifications are correct based on diet criteria to produce feed for various entities. Prepares equipment, areas, and supplies to conduct research. Collects and maintains quality control checks, record keeping, and verification of formulations with PI's as needed. Collects and maintains records and data related to education and research.
- Supports live bird research, including basic husbandry, health monitoring/reporting, maintenance of proper environmental conditions, as required by the research protocol, and problem solve any mechanical issues with housing.
- Consults with PI's and associate director to ensure correct type and feed is prepared timely for research trials. Prepares the production schedule in collaboration with faculty and/or PI's. Maintains inventory controls and orders materials/supplies needed for research trials. Assists with scheduling for demonstrations and conducts tours/demonstrations as needed.
- Maintains feed mill in top working order; operates, maintains, and repairs research equipment. Ensures overall physical plant is clean and orderly. Maintains safety and environmental protection standards.

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

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	A degree in Agriculture will substitute for experience.		5 years of	experience working in a feed production plant with progressively increasing levels of responsibility and accountability.	

Substitutions Allowed for Experience	Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of poultry feed manufacturing processes and equipment.	
Knowledge of feed quality.	
Must have computer skills, basic math skills, and mechanical aptitude.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.