AUBURN
Human Resources

Coord, Poultry Processing

Job Description

JOB INFORMATION

Job Code	GA25
Job Description Title	Coord, Poultry Processing
Pay Grade	AF10
Range Minimum	$39,810
33rd %	$45,120
Range Midpoint	$47,770
67th %	$50,420
Range Maximum	$55,730
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/7/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Coordinator, Poultry Processing position is responsible for assisting and coordinating with the Miller Poultry Research and Education Center in the processing of live birds, in accordance to local, state, and federal quality control standards. Responsible for maintaining regulatory documentation and ensuring compliance with USDA regulations.

RESPONSIBILITIES

- Coordinates the setup, operation, and break-down of poultry processing equipment in support of College of Agriculture research.
- Coordinates and participates in poultry processing trials, including, but not limited to, the following activities: live receiving, live hang, first processing, evisceration, chilling, and cut-up.
- Responsible for daily maintenance, cleanliness and organization of poultry processing equipment. Cleans and sanitizes equipment and workspaces after daily projects.
- Ensures compliance of Hazard Analysis and Critical Control Points (HACCP), Sanitation Standard Operating Procedures (SSOP), and Good Manufacturing Practices (GMP) per regulatory requirements for USDA-inspected facilities. Ensures completion and accuracy of quality compliance documentation.
- Assists faculty, staff, and students with on-site research or Extension projects, as needed.
- Assists maintenance technicians with processing equipment maintenance, as needed.
- Responsible for monitoring supply inventory and recommending new orders.

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	High School diploma or equivalent is required. Degree in Agriculture or closely related field is desired.	and	5 years of	Progressively responsible experience working in a food processing plant, or food-safe or kitchen environment.	

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

Familiarity with food safety principles. including HACCP, good management practices (GMP), and sanitation standard operating procedures (SSOP): skilled in Microsoft Excel and Word	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
HACCP Certification, SQF Certification.	Ability to become HACCP certified	within 1 Year	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	
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.