



**JOB INFORMATION**

Job Code	EA58A
Job Description Title	Coord I, Meat Laboratory
Pay Grade	AF09
Range Minimum	\$34,570
33rd %	\$39,180
Range Midpoint	\$41,490
67th %	\$43,790
Range Maximum	\$48,400
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	1/4/2012

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Coordinates the daily sales activities, food safety program, and inventory for the facility.

**RESPONSIBILITIES**

- Coordinates, organizes, and oversees the sales room products and equipment.
- Maintains and verifies USDA food safety records, supporting documentation, and necessary supporting research activities.
- Coordinates the department inventory including ordering all products and materials.
- Coordinates and interacts with vendors and contractors to schedule work and negotiate pricing.
- Develops and implements the marketing plan to add value to products offered for sale.
- Develops and submits label applications to the USDA Labeling and Consumer Protection Office for products developed in the meat lab.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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	
Bachelor's Degree	Degree in Food Science, Business, Financial Management	And	0 years of	Experience in sales and/or sales operations	

Substitutions Allowed for Education	Yes
<i>Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.</i>	
Substitutions Allowed for Experience	Yes
<i>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.</i>	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows fundamental concepts, practices and procedures of particular field of specialization.

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired
HACCP Certification, SQF Certification.		Upon Hire	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.