



JOB INFORMATION

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|-------------------------|---------------------------|
| Job Code | EA58B |
| Job Description Title | Coord II, Meat Laboratory |
| Pay Grade | AF10 |
| Range Minimum | \$37,170 |
| 33rd % | \$42,120 |
| Range Midpoint | \$44,600 |
| 67th % | \$47,080 |
| Range Maximum | \$52,030 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 1/4/2012 |

JOB FAMILY AND FUNCTION

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|---------------|------------------------|
| 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 | 4 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

| | |
|---|--|
| Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. | |
| Also possesses knowledge of related fields and areas of operation which affect, or are aff | |

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 | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Vibration | | | | X | |

Vision Requirements:

Ability to see information in print and/or electronically.