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## Auburn University Job Description

Job Title: **Coord, Poultry Processing**

Job Family: No Family

Job Code: **GA25**

Grade AF10: \$34,400 - \$48,200

FLSA status: Non-exempt

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### 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.

### Essential Functions

1. Coordinates the setup, operation, and break-down of poultry processing equipment in support of College of Agriculture research.
2. 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.
3. Responsible for daily maintenance, cleanliness and organization of poultry processing equipment. Cleans and sanitizes equipment and workspaces after daily projects.
4. 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.
5. Assists faculty, staff, and students with on-site research or Extension projects, as needed.
6. Assists maintenance technicians with processing equipment maintenance, as needed.
7. Responsible for monitoring supply inventory and recommending new orders.
8. Performs other duties as assigned.

### Supervisory Responsibility

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

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	High School	High School diploma or equivalent is required. Degree in Agriculture or closely related field is desired.
<b>Experience (yrs.)</b>	5	Progressively responsible experience working in a food processing plant, or food-safe or kitchen environment.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions 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 Required Knowledge

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

#### Certification or Licensure Requirements

Ability to become HACCP certified within one (1) year of employment.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, sitting, reaching, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, .

Date: 11/7/2022

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