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## Auburn University Job Description

Job Title:	<b>Coord, Nutrition Center</b>	Job Family:	No Family
Job Code:	<b>AA81</b>	Grade 31:	\$31,300 - \$52,100
FLSA status:	Exempt		

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### 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.

### Essential Functions

1. 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.
2. 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.
3. 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.
4. 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.

### 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.
<b>Experience (yrs.)</b>	5	Experience working in a feed production plant with progressively increasing levels of responsibility and accountability. A degree in Agriculture will substitute for experience.

### 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

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

### Certification or Licensure Requirements

None Required.

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## Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/10/2017

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