
Auburn University Job Description

Job Title:	Coord, Meat Laboratory	Level I	Grade 29 \$25,000 - \$41,700
Job Code:	EA58	Level II	Grade 30 \$28,000 - \$46,700
FLSA status:	Exempt		

Job Summary

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

Essential Functions

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

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.



Auburn University Job Description

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.	Knows fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position with no experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unrelieved action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers of faculty.	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 affected by, own area.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 4 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

Level I Bachelor's degree in discipline appropriate to position with no experience.

Level II Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 4 years at the preceding level or equivalent.

Focus of Education

Degree in Food Science, Business, Financial Management

Focus of Experience

Experience in sales and/or sales operations

Substitutions 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.

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.

Certification or Licensure Requirements:

HACCP (Hazard Analysis and Critical Control Point) Certification

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.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, talking, hearing, handling objects with hands, .

Job occasionally requires sitting, reaching, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 1/4/2012
