
Auburn University Job Description

Job Title: **Coord, Meat Production**

Job Family: No Family

Job Code: **AA58**

Grade 31: \$31,300 - \$52,100

FLSA status: Exempt

Job Summary

Coordinates and ensures the operational obligations within the meats lab are properly executed. This includes slaughter, fabrication, further processing and packaging, as well as sanitation and supply inventory, while adhering to all USDA regulations.

Essential Functions

1. Coordinates and oversees the retail meat cutting and merchandising by training and supervising the junior butcher and student employees in meat cutting, merchandising, and packaging. Maintains raw materials and finished product inventories. Orders raw materials and maintains food safety records associated with raw products.
2. Trains and supervises student employees in food plant sanitation. Ensures the plant meets all of the requirements of inspected meat processing.
3. Trains and supervises junior butcher and student employees in the humane harvest of livestock.
4. Trains and supervises student employees and junior butcher in the formulation, manufacturing, cooking, and packaging of further processed products. Maintains food safety records for cooked products and manages inventory of finished goods and raw materials.
5. Participates in the Meat Butchery Certificate program by training students in all aspects of meat production.
6. Works closely with the Director, as well as farm managers and researchers to forecast animal needs and scheduling. Works with Director and sales room manager to forecast and schedule retail and processing to meet demands of sales room. Develops short-term plan on weekly and bi-weekly basis to balance customer demand with animal and raw material inventory to maximize use of products and economic returns.
7. Performs meat cutting demonstrations throughout the year for extension/outreach events, classes and assisting with research projects that are being conducted by graduate students and faculty members.
8. Maintains equipment and communicates with Director when equipment is in need of repair or replacement.
9. Conducts demonstrations on how to properly butcher meat carcasses into wholesale and retail cuts for meat merchandising for culinary students, sales people, and consumer science teachers.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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>
Education	High School	Meat science, meat merchandising or master butcher.
Experience (yrs.)	4	Experience as a master butcher or equivalent; extensive experience in animal harvest, meat processing and smoking, and meat merchandising. Must have at least 1 year experience mentoring and/or training others.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of all aspects of butchery including, but not limited to, harvest, fabrication, retail merchandising, further processing and cooking. Must have knowledge of USDA regulations regarding meat processing establishments and comprehensive experience in HACCP, GMPs, SSOPs, Pest Control and Biosecurity.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

Frequent heavy or intense physical requirements, combined with exposure to a number of disagreeable elements, such as heat, cold, noise, dust, dirt, chemicals. Injury may require professional treatment or hospitalization. Constant precautions required.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

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

Date: 2/14/2017
