

POSITION DESCRIPTION

introductory model for new meat processing plants

Introduction

Through the state's CARES Act Coronavirus Relief Fund, the Oklahoma Department of Agriculture, Food and Forestry offered \$10 million in grants for the Food Supply Stability Plan for Oklahoma meat processors. Specifically, applicants could request up to \$1 million for the purposes of expanding existing meat processing activities or building new facilities. As a result, 196 applications were received and 39 grants were awarded. Existing and especially new Oklahoma meat processing establishments may find themselves needing to create and fill new labor positions within their operations. Many businesses may not have created formal position descriptions, but for reasons associated with rapid growth and consistency, they find a benefit in performing such a task. Position descriptions create a standard by which employers and employees can gauge expectations, performance, and personal and professional growth. They can serve as a basis for periodic performance reviews and help in determining compensations. *The following model position description may be helpful to those who need to draft various position descriptions for their respective operations.*

Employee First and Last Name:
Approved Position Title:
Work Location:

Employee ID Number:
Position Type:
Department:

Exceptional Working Conditions

- Work hours will likely exceed 40 hours per week at times throughout a calendar year.
- Have the ability to routinely lift, handle and manipulate heavy loads (100 pounds) across multiple physical directional aspects.
- Have the physical ability to work in rigorous environments, which include livestock slaughter, carcass fabrication, wet processing environments and freezers.
- Respond to the facility outside of the normal work period, when necessary, to assist with product handling relating to mechanical problems and special situations to temperature failures and product integrity.

Number of employees supervised (if any):
Payroll Type (monthly or bi-weekly):
FTE: 1.0

Job Summary

- Provide daily labor to the operations of the plant in the focus area of meat processing.
- Maintain daily functional status of the meat processing plant, including daily equipment functionality and preparedness. Perform equipment and facility maintenance functions as instructed.
- Participate as a team member in maintaining the meat processing activities and facilities in compliance with [appropriate regulatory agency] regulations, directives, guidelines, and policies and cooperate with [appropriate regulatory agency] regarding sanitation, operation and regulation of all meat processing areas.

Immediate Supervisor and Title:
Position Number of Supervisor:

Justification

The work demand of [Company XYZ] requires significant labor inputs to meet the needs of its mission. This facility harvests and processes hundreds of head of livestock each year and manufactures a broad variety of processed foods and meat products for more than 1,000 customers each year. Additionally, the processing facility is critical to support [other functions of the company]. The daily functioning of [Company XYZ] and the nature of the workload justifies professional, full-time assistance.

Major Responsibilities (Percent of duty time and description of duty)

25% - LIVESTOCK SLAUGHTER

- Safely and skillfully perform unloading and handling of livestock, livestock slaughter and carcass dressing.
- Participate in customer/animal/carcass identification procedures as part of the facility's inventory tracking and traceability procedures.
- Safely and skillfully lead sanitation practices associated with the facility's Sanitation Standard Operating Procedures.

25% - MEAT PROCESSING

- Safely and skillfully perform fresh meat processing
 - Carcass fabrication
 - Wholesale and retail cut generation
 - Further processing of value-added meat products
 - Packaging
 - Best practices of storage
 - Inventory maintenance

25% - FACILITY PREPAREDNESS

- Perform routine (daily, weekly, monthly) evaluations of equipment for proper function and readiness for use.
- Maintain equipment and facility in sanitary conditions; execute the facility Sanitation Standard Operating Procedures.
- Provide information to and assist Pilot Plant Manager with scheduling and obtaining the necessary product(s), materials, supplies and/or equipment needed for daily operations.
- Cooperate with [appropriate regulatory agency] regarding sanitation, operation and regulation of meat processing areas.
- Comply with all USDA regulations regarding ante-mortem, post-mortem and product inspections.

25% - CLIENT SERVICE AND TEAM PARTICIPATION

- Work with the Pilot Plant Manager and other colleagues to employ the necessary areas in an efficient, safe and sanitary manner.
- Assist with client and/or industry projects as scheduled.
- Co-supervise other employees.

Required

Degree: High School Diploma or GED

Experience: 1 year experience in the operations and maintenance of meat harvest, fabrication/processing and all associated equipment and the collection of research data.

Preferred

Degree Preferred: Bachelor of Science

Field of Study: Meat Science, Food Science or closely related field

Experience: 3 years experience in the operations and maintenance of meat harvest, fabrication/processing and all associated equipment and the collection of research data.

Certifications, Registrations or Licenses (if any): Accredited HACCP.

Additional Considerations

Hiring emphasis will be directed towards individuals who are cognizant of and can demonstrate regard towards the virtues of professionalism, personal safety, completion of tasks, authority, punctuality, personal discipline, professional and energetic engagement with other individuals, and respecting diversity among other people.