

MEAT PROCESSING & PRODUCTION COORDINATOR

Basic Purpose:

Positions in this job coordinate and manage a complex and diverse meat processing operation, large in size and scope for Agri-Services. Position is responsible for all aspects of meat processing and production operations, to include both raw and ready-to-eat production lines. Responsible for compliance with all pertinent regulatory agencies and sanitation standards as well as agency policies relevant to this position.

Typical Functions:

- Develops and implements production schedules of all meat items, ensuring adequate inventory is available at all times.
- Develop and maintain Hazard Analysis and Critical Control Points (HACCP) and Sanitation Standard Operating Procedure (SSOP) standards which meet or exceed established United States Department of Agriculture (USDA) guidelines.
- Ensures all products are produced are safe, wholesome, and nutritious.
- Ensures processing is completed according to HACCP protocols and sanitation standards are being met as set forth in the SSOP procedures.
- Develop new, cost effective menu items for agency consumption.
- Determines and monitors needs and orders inputs and supplies to ensure they are delivered on time to maximize efficiency and purchased in the most cost effective manner.
- Regularly inspects structures, vehicles, and equipment. Develops and ensures preventative maintenance schedules are followed, and that structures, vehicles, and equipment are kept in safe working conditions. Keeps detailed records.
- Management of personnel to include evaluating performance, determining work schedules, and management of leave. Ensure subordinates complete annual training as required. Determines proper staff and inmate worker levels and develops plans to efficiently utilize their work time.

Oklahoma Department of Corrections
Unclassified Job Descriptor

MEAT PROCESSING & PRODUCTION COORDINATOR

- Keeps income and expense as well as production records of operation. Prepares required monthly reports and submits to Director of Agri-Services by established due dates.
- Assists in developing and implementing both short range and long range plans to ensure continued growth of operation. Plans shall be comprehensive in nature and submitted annually by the established due date.

Knowledge, Skills, and Abilities: required at this level include comprehensive knowledge of scientific principles of meat processing and production principles, to include product formulation, production processes, regulatory compliance standards, and food safety standards. Extensive knowledge of Hazard Analysis Critical Control Point and SSOP sanitation principles, and possess or have the ability to obtain HACCP certification. Ability is required to develop and implement plans, possess supervisory and instructional skills, and to maintain working relationships with others. Must possess the ability to accurately manage all required record keeping duties. Possess the ability to professionally communicate in both written and oral form.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Eight years of experience in the meat processing industry, or a bachelor's degree in meat science or a closely related field and four years of experience, or an equivalent combination of education and experience.

Preferred Qualifications: Minimum qualifications as listed above plus the possession of an earned HACCP certification certificate.