

Sul Ross State University Position Description

Official Title: Meat Lab Manager

Salary Group: 12

Job Code: 5210

Summary

Function: Management of the Meat Lab to further the academic goals of the Animal Science Department.

Scope: Responsible for the daily operation of the Animal Science Meat Lab.

Duties

Essential: Procurement of livestock and supplies; harvesting; processing; sanitation (HACCP); comply with state and federal regulations, inventory and production control; sales of products; marketing and promotion of products and services, development of Bar SR Bar food products, management of inventory and sales software; management of accurate financial records; maintenance of equipment. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times. Must be HACCP certified or obtain certification within 6 months of employment.

Non-Essential: Assist with student clubs and activities, student recruitment and retention.

Supervision

Received: Broad instructions on policy and procedures from department head.

Given: Supervises student employees.

Education

Required: Bachelor's degree in Animal Science, Meat Science or closely related field.

Preferred: Master's degree in Animal Science, Meat Science or related field.

Experience

Required: Two years practical experience in meat processing.

Preferred: Four years practical experience in meat processing.

Equipment/Skills

Required: Working knowledge of harvesting and meat processing equipment.

Working Conditions

Usual: Meat Lab conditions include cold temperatures, heavy lifting and long periods of standing; caution required in use of equipment. Position is Security Sensitive.

Special: Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: June, 2014