

Agricultural Marketing Service
Office of the Deputy Administrator, Marketing Programs
Dairy Division
Dairy Grading Branch
Office of the Chief
National Field Office
GS-1980-5
Agricultural Commodity Grader (Dairy)

SJ 45

I. INTRODUCTION

The National Field Office is responsible for administering the nationwide inspection and grading of nonfat dry milk, cheese, butter and other dairy and related products at terminal markets, shipping points, assembling and packaging plants, and inspection of dairy processing, packaging and manufacturing plant facilities and equipment.

The incumbent serves as an Agricultural Commodity Grader at the trainee level responsible for carrying out various duties designed to orient the employee to grading and inspection concepts, methods, and practices as well as familiarize the employee with the program's organizational procedures. The duties may be performed at terminal markets, production areas, shipping points, or cold storage warehouses.

II. DUTIES AND RESPONSIBILITIES

Studies instructional material, the official standards, contract specifications, and related regulations which govern the grading, inspection, and certification of products.

Receives instructions at the work site on determining general product quality, on recognizing specific product defects, on performing sanitation inspections, and on the practical application of the standards and regulations in general.

In a developmental capacity, performs test weighing, and prepares work sheets and summary reports of gradings and inspections.

As the trainee's familiarity with products and technical proficiency with procedures increases, the trainee may make quality determinations on a designated dairy product, conduct condition of container inspections and monitor packaging line operations, participate in laboratory testing for various quality and bacteriological factors, and make sanitation inspections under close supervision and review by senior graders.

Inspects individual lots of product for the purpose of determining lot identification, type and condition of product, and selects representative samples from the lot for inspection and grading purposes of a variety of dairy products.

Adheres to Civil Rights policies, goals and objectives in performing the duties of this position. Assures that oral and written communications are bias-free and that differences of other employees and clients are respected and valued.

II. FACTORS

1. Knowledge Required by the Position Level 1-4 550 pts.

Knowledge of the common types of dairy products and of their general characteristics.

Familiarity with the general types of processing and storage methods and sanitation techniques as they apply to dairy products and affect product quality.

Ability to learn the official grade standards and regulations, and to learn the specific grading and inspection procedures.

Ability to develop skill in applying inspection and grading techniques.

2. Supervisory Controls Level 2-1 25 pts.

The supervisor or higher-level Grader provides the assignments, providing detailed and specific instructions on the methods to be used in performing each phase of the work. The Grader works in strict adherence to the instructions. Assistance is readily available while the work is being performed, and the employee consults the supervisor to clarify the original instructions, product conditions, or circumstances which are new or unusual to the employee. The work is closely reviewed. It is checked while in progress and upon completion for compliance with instructions, for adherence to prescribed methods and procedures, for technical proficiency, and for the accuracy of any determination.

3. Guidelines Level 3-1 25 pts.

Written guidelines include official grade standards, regulations, visual aids, instructional training material, technical manuals, contract or purchase specifications, and other written guidelines provided locally. The trainee is provided with the specific guidelines appropriate to the phase of work to be done; these guidelines are further explained to the employee before the work is performed. The trainee adheres closely to the guidelines and instructions. Situations not directly covered by the guides (or borderline cases) are referred to a senior worker or supervisor for clarification/determination.

4. Complexity Level 4-2 75 pts.

The work involves following methods and procedures which are closely related. The technical factors necessary to consider are made relatively apparent and are readily verified.

5. Scope and Effect Level 5-2 75 pts.

The work consists of performing specific procedures, such as laboratory tests, to measure product grading factors or to obtain representative product samples which affect the final grade or condition determination. The work affects the accuracy and reliability of the final determinations and certificates issued by higher-level Graders.

6. Personal Contacts Level 6-2 25 pts.

Contacts are primarily with other graders. However, during the course of performing duties, the employee also has contacts with employees of processing facilities.

7. Purpose of the Contacts Level 7-2 50 pts.

Contacts with industry employees are for the purpose of coordinating the grader's own sampling or grading work with plant activities. Plant employees generally are cooperative in these matters. Minor difficulties raised by plant employees may be resolved by the trainee, but generally, questions and problems are routinely referred to a senior grader for resolution.

8. Physical Demands Level 8-3 50 pts.

Commodity grading work requires periods of physical exertion to lift and move boxes and cartons of products often weighing over 50 pounds; prolonged periods of standing, walking, stooping, bending, and climbing; physical coordination and finger dexterity in both hands to perform digital examinations of commodities; ability to detect abnormalities in the commodity through normal or corrected vision in at least one eye for distance, depth perception, and color, the ability to assure safety in a highly mechanized and/or noisy environment through adequate or correctable hearing; and the ability to determine product quality through sensory perception (taste, smell, etc.).

9. Work Environment Level 9-2 20 pts.

The work environment includes exposure to freezing temperatures, slippery surfaces, moving materials, handling equipment, and similar risks typical of dairy processing plants and storage areas.

Total Points = 895 = GS-5