

I. INTRODUCTION

This position is located in a main station, substation, or other locations of the Meat Grading and Certification Branch, Livestock and Seed Division. The Branch provides voluntary grading and certification services for meat and meat products, and the incumbent is technically responsible for conducting meat acceptance services in a designated area.

II. DUTIES

Examines the trim, freshness, size, weight, packaging, and other specification requirements for meat and meat food products to determine their conformance with approved specifications and contract requirements.

Selects representative samples of meat and/or meat products for analysis using official random sampling procedures to determine if products are in compliance with approved specifications. When applicable, prepares and forwards such samples to specified laboratories for chemical analysis and prepares and maintains related reports on production, laboratory analysis results, and shipping data.

Applies designated and approved certification stamps to meat, meat products, and containers which have been examined and accepted in accordance with specification requirements.

Corrects self-made errors and defends and explains certification determinations and the application of the official specifications and certification instructions, policies, and procedures.

Prepares and issues Agricultural Products Acceptance Certificates which cover the certification services provided to meat, packing and processing plants.

Determines the charges to be made for work performed and completes work reports and administrative and fiscal documents.

III. EVALUATION FACTORS

A. Knowledge Required by the Position. Knowledge of the official specifications for red meat and meat food products and ability to examine products for compliance with specification requirements. Knowledge of the characteristics, anatomical structure, types of cuts, and processing techniques for a limited variety of meats as these factors pertain to determining

product acceptability. Skill in sampling and examining meat and meat products and in maintaining appropriate relations with industry personnel.

B. Supervisory Controls. The supervisor makes the plant assignments, generally on a daily basis, and defines the assignment objectives and determines work priorities. In cases where the assignment is of a continuing nature, the work objectives have been previously well-defined and the incumbent refers only unusual deviations from the general assignment for supervisory assistance. The incumbent independently completes the successive operational steps necessary to accomplish the work, adjusting specific work procedures to varying situations as necessary. During the assignment technical assistance is normally not required. The incumbent resolves nearly all technical problems relating to the acceptance work.

The supervisor makes periodic visits to the plant to provide instructions on new or revised policies and procedures and to review the incumbent's work. The preparation of certificates, work reports, and other records are checked for overall conformance with accepted practices, and technical proficiency is spot-checked.

C. Guidelines. Guidelines include various official specifications for meat and meat products, purchase orders and contracts, technical and procedural instructions and notices, and oral supervisory instructions. The incumbent selects and applies these guides and obtains advice and assistance from a supervisor for first time assignments or unusually difficult situations.

D. Complexity. The work consists of a variety of duties including interpretation of specifications, sampling meat and meat products, examining meat for varying contract specifications, and inspecting meat and meat products for general compliance and proper storage and transportation requirements. The procedures and methods used vary according to the duties being performed as do the pertinent factors to be considered. Technical factors to be considered are generally apparent.

E. Scope and Effect. The work involves applying specifications and regulations to determine the acceptability of meat and meat food products. These determinations directly affect the product's market value, and consequently, the economic interests of producers, processors, wholesalers, governmental agencies and departments, and institutions.

F. Personal Contacts. Contacts include Agricultural Commodity Graders (Meat), USDA Meat Inspectors, other Federal and State Government personnel, consumers, and industry personnel including company graders, department supervisors, and production managers.

G. Purpose of Contacts. The purpose is to develop and maintain the cooperation of plant employees, to explain determinations and agency policies and regulations, and to exchange information to plan and schedule work activities.

H. Physical Demands. The work requires long periods of standing and some lifting of heavy cartons. The work also includes periods of continually stamping cuts of meat and cartons.

I. Work Environment. The work environment includes exposure to the cold temperatures of coolers (15 to 50 degrees Fahrenheit) and other processing areas; the high noise levels of industrial processing equipment; the risks of forklifts, meat hooks and/or meat products and other items moving or falling; slippery floors and stairs; and the risks of cutting and sawing equipment.