

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: MANAGER, MEAT LABORATORY**

**Reports To:** Designated Supervisor

**UW Job Code:** 3913

**UW Job Family:** 36 - Agriculture Extension and Research

**SOC Code:** 45-1011

**FLSA:** Exempt

**Pay Grade:** 22

**Date:** 4-1-95 (revised 7-1-02; 3-18-03; 7-1-04; 7-1-06)

**JOB PURPOSE:**

Manage the operational, financial and personnel functions of the Meat Laboratory; assist student meat judging teams.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Maintain inventory records and order supplies and equipment as necessary.
- Prepare budget recommendations for supplies and equipment and monitor expenditures.
- Collect carcass data for county extension offices or research projects.

**COMPETENCIES:**

- Attention to Detail
- Motivational Fit
- Work Standards
- Delegating Responsibility
- Integrity
- Analysis/Problem Identification

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- State and federal laws applicable to meat processing.
- Tools and equipment used in meat processing.
- Livestock anatomy.
- Multi-species slaughtering, butchering, and meat handling techniques and processes, and the supervision of these processes.
- Instruction and coaching methods for student meat judging teams.
- Lab supervision methods.
- Meat sale practices and procedures.
- Lab cleanliness and sanitation compliance and regulations.
- Student support staff hiring, training and supervisory processes and procedures.
- Meat judging processes, procedures and techniques.
- Inventory, supply and equipment control and ordering processes and procedures.
- Budget recommendation processes and expenditure monitoring practices.
- Innovations and advancements in the industry and regulatory agencies.
- Carcass data collection, including tissue and organ sampling.

Skills and Abilities to:

- Effectively communicate with students and the public.
- Use a computer, including spreadsheets and word processing software.
- Slaughter, butcher, and handle meat according to various guidelines.
- Hire, train, supervise and evaluate student support staff.
- Prepare budget recommendations and monitor expenditures.
- Foster a cooperative work environment.
- Instruct undergraduate students in various aspects of meat science and plant operations.
- Comply with cleanliness and sanitation regulations.
- Maintain and control inventory.
- Travel from location to location.
- Supervise students in a meat laboratory setting.
- Prepare meat for sale.
- Instruct and coach students in meat judging practices and techniques.
- Accurately judge meat.
- Safely operate tools and equipment used in meat processing.
- Use hand/eye coordination and manual dexterity to safely and properly process meat.

**WORKING CONDITIONS:**

Typical meat laboratory environment; frequently exposed to hazards associated with the use of power saws, meat grinders, and other meat processing equipment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.