

Dairy Division
Dairy Grading and Standardization Branch
Grading Section
Regional Office
Agricultural Commodity Technician (Dairy)
GS-1981-4

I. INTRODUCTION

This position is located under a Dairy Division, Dairy Grading Section, Regional Office which is responsible for the inspection and grading of dairy products.

The employee performs a variety of technical assignments in a cheese processing plant in support of Dairy Division operations.

II. MAJOR DUTIES

Performs cursory inspections of all the plant facilities and equipment for proper sanitation and procedural practices. Determines cleanliness, safety conditions, and inspects for contamination of cheese from outside agents. Insures plant employees demonstrate good manufacturing practices in appearance and personal habits (white clothes, hair nets, no smoking, clean machinery, etc.)

Maintains detailed inventory controls and support documents for product usage. Keeps processing and repackaging records which consist of commodity on hand, commodity rejected, gain or loss of commodity and salvaged waste for each day.

Keeps records of Commodity Credit Corporation (CCC) owned products shipped into the plant and makes a determination that the product was actually used in the plant operations, making sure there are no substitutions of inferior products.

Determines the net weights of the processed products. Insures the scales have been recently certified by local municipal regulatory authority. Performs check-tests of the scales. Weighs and records weights of the products.

Examines containers for condition to ensure wrappers are not torn or wrinkled and there is no exposed cheese.

III. FACTORS

Factor 1. Knowledge Required by the Position

Knowledge of the standardized rules, procedures and operations of processing plants to perform the full range of cheese inspection and monitoring activities.

Knowledge of inspection methods, techniques and practices pertaining to the cheese inspection program.

Ability to use precision measuring equipment, scales, gauges, and other instruments.

Knowledge of the internal operations of cheese plants in order to maintain inventory controls.

Factor 2. Supervisory Controls

The employee is under the direction of an Agricultural Commodity Grader who makes assignments by defining objectives, priorities and deadlines. Recurring assignments are performed without specific technical instructions. However, if unusual or difficult situations with the product arise, the supervisor is consulted for interpretation and guidance or for making the final determination.

Factor 3. Guidelines

Guidelines in the form of written instructions issued by the Dairy Division are available. The employee uses judgment in selecting and applying the appropriate guidelines, references, and procedures for application to the specific situation, referring to the Grader-In-Charge significant deviations to which existing guidelines cannot be applied.

Factor 4. Complexity

In addition to performing inventory checks, weighing and handling cheese, the incumbent's work involves inspection of temperature, proper wrapping and container condition, handling practices and cleanliness of cheese. Procedures, equipment, and inventorying become routine after the technician has been oriented to the assignment.

Factor 5. Scope and Effect

The work involves the execution of specific rules and guidelines to insure a sanitary product with proper packaging and the weighing of quality cheese for public consumption. The incumbent's work significantly affects the accomplishments of the mission of the plant and the programs of the Federal Government. The employee resolves problems or situations that affect transactions with parties outside the Dairy Division.

Factor 6. Personal Contacts

Personal contacts include face-to-face and telephonic contacts with Dairy Division employees and plant employees such as packers, machine operators and other handlers. The employee may also have contact with officials of the Commodity Credit Corporation.

Factor 7. Purpose of Contacts

Contacts with Dairy Division employees are for the purpose of discussing the inspection process performed by the employee and to receive instructions. The employee also interacts with plant employees when monitoring their activities. When problems are detected, the incumbent must contact the appropriate official to ensure correction of the problem.

Factor 8. Physical Demands

The work requires frequent, extended standing, or sitting in a cheese plant. The weighing requires manual dexterity and there may be some bending, lifting and carrying of light boxes when inventorying the cheese.

Factor 9. Work Environment

Although the work is performed in an industrial setting (a cheese processing plant), the work area is adequately lighted, heated, and ventilated and no unusual safety precautions are required.