

## I. INTRODUCTION

This position is located in a field location of the Processed Products Branch of the Fruit and Vegetable Programs. The Branch is responsible for carrying out the permissive inspection and grading programs for processed fruits, vegetables, and other miscellaneous commodities.

The incumbent serves as an Agricultural Marketing Specialist responsible for performing a variety of marketing training assignments in preparation for higher level duties.

## II. DUTIES AND RESPONSIBILITIES

Performs a variety of assignments of a limited nature primarily for the purpose of obtaining on-the-job training in the processing, storage, packaging, and transportation of processed fruits, vegetables, and related commodities.

Receives on-the-job training from Agricultural Commodity Graders of processed fruits and vegetables on the grading and inspection of processed food products including determining general product quality, recognizing specific product defects and diseases, and performing sanitation inspections.

Studies a variety of instructional material related to the marketing of processed fruits and vegetables, including the official standards and related regulations governing the grading, inspection, and certification of processed food products.

Performs a variety of administrative duties related to the grading of processed food products.

## III. JOB CONTROLS

A. Responsibility for the Work of Others: None

B. Supervision and Guidance Received: The supervisor or employee of higher grade provides the assignment with detailed instructions. The employee works in strict adherence to the instructions. Assistance is readily available while work is being performed, and the employee seeks advice and guidance when necessary. The work is checked while in progress and upon completion for compliance with instructions, adherence to prescribed methods and procedures, technical proficiency, and the accuracy of any determinations.

Written guidelines include the Agricultural Marketing Act of 1947, official grade and inspection standards of processed food products, instructional training materials, technical manuals, and a variety of other material. The employee is provided with the specific guideline as well as appropriate explanations of the guides. The employee adheres closely to the guides. Situations not specifically covered by the guides are referred to the supervisor or employee of higher grade for clarification or resolution.