

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3119300

Senior Meat Cutter, Grade 15

Brief Description of Class

Senior Meat Cutters are responsible for the preparation of meat and poultry for all correctional facilities of the Department of Corrections and Community Supervision (DOCCS).

Positions are classified only in the DOCCS Mohawk Correctional Facility.

Distinguishing Characteristics

Senior Meat Cutter: non-competitive; under the supervision of a Correctional Facility Food Administrator, prepares meat and poultry for all correctional facilities in accordance with the United States Department of Agriculture (USDA) and Food Production Center (FPC) requirements and standards; trains and supervises incarcerated individuals.

Illustrative Duties

Receives, inspects, weighs, and signs for all incoming meat and poultry.

Cuts primal cuts of beef into subprimal cuts such as top round, bottom round, and knuckle.

Checks receiving temperatures of incoming meat and poultry, checks for contamination, and ensures that all meat and poultry received meet the proper specifications and wholesomeness necessary.

Assists the Correctional Facility Food Administrators with ordering all meats and poultry to fulfill menu requirements.

Supervises and trains incarcerated individuals on the proper usage of knives, the vacuum packer, grinder, and slicer, as well as safe food handling and safety and sanitation procedures set by the USDA, FPC, and Hazard Analyst Critical Control Plans (HAACP).

Completes the proper training documentation for incarcerated individuals.

Completes daily sanitation, HACCP recording, and shipping records in support of USDA requirements.

Maintains meat preparation equipment and knives to ensure good working conditions and proper sanitation.

Ensures compliance with Departmental directives and manuals.

Minimum Qualifications

Senior Meat Cutter

Non-competitive: five years of satisfactory, full-time experience in the butcher and meat cutting trade, including two years of related supervisory experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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