



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/13/2020	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>MEAT PLANT MANAGER</b>			
Pay Grade MG 6	Salary Range \$45,448-59,342	Classification Management	
Department: NATURAL RESOURCES	Location: Duck Creek	Location Code: 215	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	This role will be responsible for managing the day-to-day operations of Muscogee (Creek) Nation's USDA-inspected multi-specie slaughter and processing facility and retail store. The selected candidate will oversee all aspects of facility operation. This includes ensuring humane livestock handling and the timely production of quality meat products, providing hands-on training to improve employee performance, ensuring a safe working environment, and maintaining compliance with regulatory/safety/environmental regulations.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Manage plant operations for flow, production, maintenance, ordering, quality, shipping, and receiving; responsible for scheduling all functions of the operation.</li> <li>2. Ensure Division of Agriculture and Natural Resources financial objectives are met by assisting in preparation of annual program budget, planning the expenditures, analyzing variances and carrying out necessary corrections that may arise.</li> <li>3. Work to establish a customer base, seek out highly desirable products, capitalize on trends in meat consumption, and identify restaurant and other outlets for product.</li> <li>4. Develop and control costs, financial plans, and budgets; implement cost-effective systems of control over capital, operating expenditures, work force, wages and salaries.</li> <li>5. Directly responsible for health, safety, and overall cleanliness of facility.</li> <li>6. Establish and monitor overall plant performance for production and quality standards.</li> <li>7. Control and minimize labor overtime, premium freight and repair expenses.</li> <li>8. Maintain plant facilities and equipment; coordinate with equipment companies to replace or adjust plant facilities and equipment when necessary; implement and maintain preventative maintenance programs.</li> <li>9. Provide leadership and training to accomplish the facility goals and objectives.</li> <li>10. Incorporate shop floor organization and plant cleanliness among</li> </ol>



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	<p>plant personnel.</p> <p>11. Coordinate with DANR staff and other producers in scheduling animals for slaughter.</p> <p>12. Ensure all local, state, federal and tribal regulatory personnel relationships are appropriately managed.</p> <p>13. Ensure that all cleanliness, safety, sanitation, and applicable slaughter standards as established by appropriate regulatory authorities are complied with on a daily basis; ensure all HACCP, SSOP, Recall Plans and other applicable federal guidelines are met at all times.</p> <p>14. Keep inventory of all supplies, tools and equipment.</p> <p>15. Support the work of the Division; other responsibilities as assigned.</p>
Minimum Requirements:	<p>1. Minimum Requirements – Bachelor’s Degree in Meat Science, Food Science, Food Safety or related field or Associate’s Degree in Meat Science, Food Science, Food Safety or related field and five plus years in food processing/retail management, operations and further processing.</p>
Preferred Requirements:	<p>2. Preferred Requirements – Bachelor’s Degree in Meat Science, Food Science, Food Safety or related field; five plus years of management experience in a meat processing facility; experience working with regulatory agencies on food safety and inspection; management experience of slaughter or processing floor.</p>
Valid Oklahoma Driver’s License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.



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**Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.