



MILLER POULTRY

## Hatchery Manager Job Description

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**Department:** Hatchery

**Job Status:** Full Time

**Reports To:** Growout Manager

**Grade/Level:** High School Diploma/GED required;  
Bachelor's Degree in Ag or Feed Management  
preferred

**Amount of Travel Required:** Minimal

**Work Schedule:** Monday-Friday  
Able to work evenings/weekends as needed

**Positions Supervised:** Hatchery Employees

### POSITION SUMMARY

This position is responsible for directing operations which include receipt of fertile eggs, traying, vaccination, grading, and placement of baby chicks at growout. This manager will also ensure that quality chicks are being produced.

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Creates feed orders and transmits them to the feed mill
- Direct the Hatchery to produce the highest quality chicks at the highest percentage hatch rate possible for the lowest cost.
- Ensure that the Hatchery, Tech Advisors, and Contract Producers follow Animal Welfare guidelines.
- Plans production, spending, and capital improvement projects.
- Prepares yearly budget for the hatchery.
- Controls cost in labor, repairs, supplies, and vaccines.
- Prepares monthly reports and graphs on hatchery performance.
- Reports egg fertility and hatching residue results, as needed, to breeder department.
- Ensure compliance with Company and OSHA safety guidelines.
- Ensures completion of all quality assurance checks for the following: chick quality, vaccination checks, equipment checks, and maintenance work.
- Follows D.O.T. and environmental regulations.
- Consults with company veterinarian before making changes.
- Prepares employee schedules, approves vacation requests, and hires new employees as needed.
- Other duties as assigned

## POSITION QUALIFICATIONS

### Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Responsible - Ability to be held accountable or answerable for one's conduct.

## SKILLS & ABILITIES

**Experience:** Typically requires a minimum of 5 years of DIRECTLY RELATED experience. DIRECTLY RELATED work experience will be accepted on a year-for-year basis in lieu of the educational requirement.

**Computer Skills:** Experience with Microsoft Office programs (Excel, Outlook, Word, Power Point)

### Physical Demands

Stand	O (Occasionally)	10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)	<b>Push/Pull</b>	O (Occasionally)
Crawl	N (Not Applicable)	12 lbs or less	O (Occasionally)
Squat or Kneel	O (Occasionally)	13-25 lbs	N (Not Applicable)
Bend	O (Occasionally)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)

**N (Not Applicable)** Activity is not applicable to this occupation.

**O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

**F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

**C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

### Other Physical Requirements

Vision (Near, Distance)

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print: \_\_\_\_\_

Translator: \_\_\_\_\_ Date: \_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.