



# Job Description

## 1. JOB INFORMATION

**JOB TITLE:** Assistant Hatchery Manager

**BAND:** 4

**DEPARTMENT:** Donaghmore Hatchery

**REPORTS TO:** Hatchery Manager

**LOCATION:** Donaghmore Hatchery

## 2. JOB PURPOSE

This position is to support the hatchery management team in all aspects of hatchery management including, but not exclusively, Egg Handling, Incubation, Chick and Egg Despatch. The Assistant Hatchery Manager assists in the overall running of the factory unit and takes an active role in people management, equipment i.e. incubators, transport and customer liaison. On call cover will also be required at night and week ends on a rota basis living accommodation is provided on site.

## 3. RESPONSIBILITIES

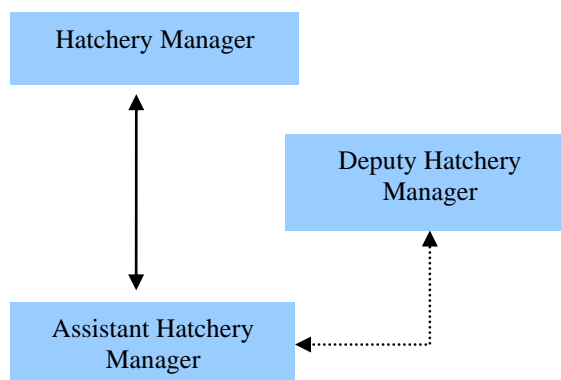
### 3.1 FINANCIAL

Some budget responsibilities

### 3.2 STAFF

Responsibility for organising and training hatchery employees

### 3.3 ORGANISATIONAL STRUCTURE / REPORTING LINE



## 4. DUTIES/ RESPONSIBILITIES

- HR & Training:
  - To assist in the management of training of hatchery operatives (general duties)
  - To provide staff training
  - Train in specialist skills e.g. feather sexing and inspection
  - Instruct in the safe use of cleaning agents, chemicals and sanitisers
- Provide cover for the Hatchery Manager/Deputy Hatchery Manager:
  - Plan duty rotas, holidays and overtime

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- Handle wage enquiries
- Assist in the settling of disputes
- Transport:
  - Plans and controls the carriage of eggs between farms and the hatchery
  - Plans and controls the cleaning, servicing and maintenance of vehicles
  - Liaise with broiler hatcheries to maximise utilisation of vehicles
- Produces Day Olds:
  - Organises supplies of eggs to hatchery to suit production
  - Organises setters and hatchers to match
  - Records 'clears' and hatchability of eggs and farm supplying eggs
  - Ensures all welfare requirements are maintained and reported
  - Organises sexers to process hatched chicks
  - Organises the transport of day olds to farms and customers
  - Ensures chicks are sexed at correct speed and accuracy prior to despatch
  - Ensure that correct vaccinations and treatments are given prior to despatch
- Boxing of Eggs:
  - Organise supplies of eggs to hatchery to suit productions
  - Organise team for packing of eggs
  - When required, organise transport for egg export
  - When required, organise paperwork and certificates required for egg export
- Transfer of eggs:
  - Organise/supervise team for transfer of eggs from setters to hatchers
  - Organise vaccination requirements for customers
  - Organise machines as required
  - Records kept promptly
- Equipment:
  - Organises the cleaning and maintenance of hatchers, setters and associated equipment
  - When required, orders spares and replacement parts for above
  - When required, keeps records of service ability of machinery and equipment
- Waste Disposal:
  - Organises the collection and removal of all waste
  - Carried out routine inspection and maintenance of drains
- Hygiene Monitoring:
  - Carries out the required hygiene monitoring program for hatchery with full details recorded as necessary
  - Organise the stool testing of all staff as per program
- Purchasing: Provide cover for the Hatchery Manager / Deputy Hatchery Manager:
  - Organise purchase of oils, fuels, cleaning equipment and materials
  - Organise purchase of packaging and trays
  - Organise spare parts, lubricants purchased
  - Organise purchase of protective clothing
- Responsible for data input to Agriculture database and keeping records up to date
- Protects against disease and infection controlling the entrance of visitors, vehicles, pets, stores and supplies to protect the hatchery from disease, infection and pests.

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- Promote good customer relations between customers and suppliers by being courteous, helpful and professional.
- Be aware of current legislation which affects the working of the hatchery and all its operatives
- Responsible for compliance of health and safety regulations at all times and ensures that staff/operatives follow procedures. Any failures within the Health and Safety mandate must be addressed/reported to Manager.
- Night and Weekend cover:
  - Ensure premises are secure at night
  - Follow maintenance/checking procedures and protocols fully
  - Maintain provided accommodation in good condition
- To work in a manner that actively seeks to reduce any negative environmental impact in relation to the processes and procedures operating within their area and across the wider business e.g. reduction of waste, recycling etc.

## 5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

Essential	Desirable
<ul style="list-style-type: none"><li>• 3<sup>rd</sup> Level Qualification.</li><li>• Hatchery Experience</li><li>• Keen interest in Agriculture</li><li>• Valid driving licence</li><li>• Able to reason effectively</li><li>• Good communication skills</li><li>• Ability to work on own initiative</li><li>• Computer Literate</li><li>• Ability to work on call on rotas require</li><li>• Mechanical aptitude</li></ul>	<ul style="list-style-type: none"><li>• Livestock handling experience</li><li>• Previous poultry experience</li><li>• Agriculture qualification</li><li>• People management experience</li><li>• Good problem solving skills</li><li>• Commercial awareness</li></ul>

## 6. MEASURABLE OUTPUTS

- Health and safety regulations are complied with
- Ensure data input is correct and presented in a timely manner
- Correct instruction is provided to personnel
- Good quality chicks are despatched on time and any welfare issues reported
- Egg quality is recorded and issues reported and corrected
- Organise staff within the hatchery
- Ensure machinery is maintained correctly
- Ensure correct operation of incubators
- Maintain H&S and Welfare records as required
- Competent in emergency response

## 7. HEALTH AND SAFETY RESPONSIBILITIES

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Responsible for the effective implementation of the site Health and Safety Policy as the front line of management and to influence your staff. To discharge your duties effectively you have the following responsibilities:

- Understand the Moy Park Health and Safety Policy, Company Safety Rules and Statutory requirements applying to all operations under your control.
- Ensure that the arrangements made by the Company to secure the Health and Safety of employee are implemented.
- Ensure that all substances under your management have suitable and sufficient risk assessments (COSHH) completed (if appropriate), are stored in the correct manner and that copies of all COSHH assessments are passed to the Health and Safety Advisor for inclusion in the COSHH Manual.
- Check that all new employees in your department are trained and given such information, instruction and supervision as may be necessary to enable them to work safely, without injury to health.
- Check that all persons in your department are made aware of the procedures for reporting accidents.
- Check that all persons in your department are made aware of the location of the first aid facilities.
- Carry out an investigation of all accidents and dangerous occurrences promptly and report them to your immediate manager.
- Assist the Senior Managers to ensure that all hazards affecting your department are identified and risk assessments are completed.
- Continually seek to develop safe practices and safe systems of work and ensure these are put into practice.
- Set an example in safe considerate behaviour.
- Check that all plant, machinery and equipment is safe to use and that all dangerous parts of machinery are guarded and that the guards provided are correctly fitted, adjusted and maintained whilst the machinery is in motion or use. Any defect must immediately be reported and if it is felt, in consultation with your immediate Manager, that there is a risk of imminent danger, then the machine will not be used until repairs have been carried out.
- Ensure that appropriate protective clothing and equipment, is in a serviceable condition and is worn/used by all persons present.
- Check that all persons in your department/s are familiar with the routine in case of fire or other emergency that might require evacuation of the workplace.
- Ensure that good housekeeping and hygiene standards are maintained throughout your area/s of responsibility.
- Check that appropriate remedial action is taken in respect of all reported defects and complaints relating to Health and Safety.
- Co-operate with the appointed Safety Representatives in matters relating to Health and Safety.
- Carry out a visual weekly Health and Safety inspection of the department and document all appropriate remedial action, in respect of all reported defects and complaints relating to Health and Safety.
- To conduct risk control inspections of the department (a total of 4 are required per

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annum from each department) in conjunction with the nominated Health and Safety Representative. A copy of the inspection and action taken to correct the defects must be submitted to the Health and Safety Advisor. If any of the above arrangements are not adequate, it must be highlighted to your Manager for appropriate action.

- Any employee breaching employee health and safety responsibilities will be liable for investigation which may result in disciplinary action in accordance with the Company's disciplinary policy.

	DATE:
<b>JOB HOLDER:</b>	
<b>MANAGER:</b>	
<b>HUMAN RESOURCES MANAGER:</b>	

*Note:*

*This description is intended to be a guide of what duties are most likely, but should not be taken as a definitive list. Moy Park reserves the right to vary duties and add duties as they see necessary.*