

**POSITION TITLE:** **Sawyer Hatchery Supervisor**  
**LOCATION:** Maple Leaf Farms - Sawyer Hatchery – Warsaw, IN  
**REPORTS TO:** Sawyer Hatchery Manager

**POSITION DUTIES:**

- Perform and coordinate all processes, from receipt of settable eggs to delivery of ducklings to the farms, including receiving, washing, grading, setting, candling, transfer, hatch grading, vaccination, shipment, sanitation, etc.
- Provide guidance and supervision to staff. Monitor staff performance and staff development.
- Perform duties related to hiring, assigning, training, disciplining and terminating hatchery employees with HR consultation. Consult with Hatchery Manager on employee issues, when necessary.
- Responsible for generating accurate on-time reports (receiving/shipping, traying/carting, candling, pedigree/fertility, etc)
- Ensure all aspects of hatchery operations are in compliance with Live Production SOPs, duck-well being guidelines, biosecurity guidelines, staff safety programs and take appropriate action if required.
- Under the direction of Hatchery Manager, ensure compliance with established SOPs by monitoring production processes, hatch performance, day-old and egg quality, equipment operation and schedule attainment requirements. Communicate to the Manager any observed irregularities.
- Ensure proper operation, inspection, cleaning, monitoring and repair of all hatchery equipment. Perform minor repairs as required.
- Effectively communicate with other departments of the company regarding egg/duck production, performance, condition, and other issues related to the hatchery operation.
- Responsible for collecting and sending eggs, swabs and air samples for lab testing; handle communication with the lab regards to collection procedures, test results, etc
- Respond to off hour alarms, works weekends and holidays according to rotation schedule.
- Cover for the Hatchery Manager when required.
- Perform related duties as required.

**QUALIFICATIONS:**

- Knowledge or ability to gain knowledge of hatchery production and support processes, established SOPs, company policies, and state and federal regulations.
- Demonstrated leadership skills. Ability to organize and prioritize departmental needs.
- Strong verbal and oral communication skills. Ability to work effectively with others and interact with all levels of employees. Ability to effectively resolve conflicts as needed.
- Strong mechanical aptitude. Ability to troubleshoot and analyze technical problems
- Working knowledge of computer software including, but not limited to, word processing, spreadsheets, databases, and AS400
- Supervisory or lead experience
- Ability to organize and prioritize, and supervise multiple projects simultaneously to meet deadlines
- Ability to perform day-old duck gender selection and train others to perform this operation.
- Ability to independently research equipment, services and supplies specific to the hatchery operation