Maxwell Farm of Indiana
POSITION DESCRIPTION

Title position: **Manager Trainee**

Immediate Supervisor: **Sow Farm Manager**

Work Place Location: **Indiana**

1. Purpose of Department and Position

   A. Primary Purpose of Organizational Unit
   The Sow Farm Division is the foundation for production of wean piglets for Maxwell Farms of Indiana. Our fully integrated facilities are comprised of nearly 200 sow farms, nurseries and finishing farms. Our operations produce over 2 million market hogs annually. The company produces over 347 million pounds of premium pork to the region’s processors.

   B. Primary Purpose of Position
   Maxwell Farms of Indiana is looking for candidates who are passionate about the agricultural industry, who are coachable, and who are willing to take a hands-on approach while in training. The position's main objective is in the training of the incumbent towards overseeing the care, welfare and daily management of a sow farm. Under the supervision and direction of the manager, the Manager-In-Training is expected to learn and fulfill all of the duties of the Manager. Manager-In-Training must be able to accomplish all duties of his subordinates in both the farrowing and breeding barns as well as train in employee relations, company policies, land and nutrient management, controlling operating costs, providing a quality product to the farm’s customers and ultimately fulfilling all of the obligations expected of the farm manager. The Manager-In-Training will perform other assigned supervisor duties; set farm goals, create an open line of communication between supervisors and staff, provide staff development, counsel whenever necessary and ensure health, safety and welfare of all animals. The incumbent must follow and ensure all members are following the company’s strict bio-security policies as well as ensure that all documentation is filed and maintained on a regular basis.

   C. Work Schedule
   - Monday-Sunday, with an average of 45-50 hours
Note: There may be circumstances that require a deviation from the schedule due to the volume of work created by farm staffing, weaning or natural disasters.

2. Job Description and Characteristics

   A. Description of Responsibilities and Duties
      • Feed and water animals.
      • Inseminate sows.
      • Treat minor injuries and ailments.
      • Assist workers with daily tasks and resolving problems that occur on the farm.
      • Assists manager with maintaining and completing information logs and records.
      • Adhere to and enforce biosecurity measures.
      • Assigns workers to tasks, such as feeding and treating animals and maintaining facilities.
      • Assists in planning and preparing work schedules.
      • Studies feed, weight and health records.
      • Observes animal care, maintenance, breeding, and transfer activities to ensure work is done correctly.
      • Observes animals for signs of illness, injury, or unnatural behavior.
      • Prepares animal condition, production, feed consumption, and worker attendance reports.
      • Regulates breeding of the sow herd.
      • Any and all other duties assigned by management.

   B. Other Position Characteristics
      1. Physical Effects:
         While performing the duties of this job, the employee is frequently required to lift items ranging in both size and weight, and to stand for long periods of time. The employee is occasionally required to stoop, kneel, crouch, reach or extend arms, and walk regularly throughout the day. The employee is required to push or pull up to 500 lbs. with assistance, and must frequently lift up to 50 lbs. Employee is also required to use fingers to grasp and feel textures, temperatures, size and shape of objects.

      2. Work Environmental and Conditions:
         The employee will be working the majority of the time in either the farrowing or breeding barn. Moderate level of livestock noise and protective equipment includes safety glasses, cutting boards, hearing protection and protective masks.

      3. Safety for Others
         The employee must comply with OSHA, and GMC rules and regulations to maintain a safe work environment. The employee should also ensure that others comply with these
rules and regulations. The operations follow strict protocols to maintain healthy animals. Managers and associates must constantly be watchful that no disease is introduced into the farm. This is done through various biosecurity measures including showering in and out of farms, changing into sterilized clothing, disinfecting vehicles and floor mats and disinfecting any tools/objects brought to the farm.

3. Knowledge, Skills, Abilities, Training and Experience Requirements:

   A. Knowledge (Education) and Experience
      - Working towards or has completed Associate’s or Bachelor’s Degree in Agriculture
      - Some experience working in the agricultural industry.

   B. Skills, Abilities
      - Problem solving skills
      - Time Management skills
      - Organizational skills
      - Ability to train others on how to complete tasks.
      - Communication skills
      - Ability to adapt to a flexible work schedule
      - Leadership skills
      - Ability to be an active listener and learner
      - Ability to convey ideas clearly and effectively
      - Basic mathematical skills.

   C. Required Minimum Training
      - Knowledge of general safety practices as well as biosecurity practices in relation to agriculture and sow farms.
      - PQA Plus Certified

Submit your resume to catherine.wells@goldsboromilling.com