



Assistant Complex Manager – In Training

Job Title: Assistant Complex Manager
Department: Ranch Operation
Reports To: Complex Manager
FLSA Status: Exempt

SUMMARY

This position will ultimately result in promotion to the Assistant Complex Manager. At that time, position will be responsible to assist in the oversight and management of all Production, Pullet and Milling Operations. The purpose of this role is to lead all efforts in planning, directing, and overseeing all IER production business concerns, including safety, animal husbandry, personnel management, budget management, cost control and operating efficiencies of each IER department.

Training will consist with work rotations in the pullet house, feed mill, chicken houses, processing rooms, and production office. A detailed training program will be provided if you accept position (estimated 6-month to 1-year training time).

WORKING RELATIONSHIPS

The position reports directly to the Complex Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following

- Assist in directing all Production activities, including profit and loss for all IER Operations; nutrition, flock health and flock performance; egg quality, labor management; and compliance with all regulatory and company policy requirements
- Continuously improve the performance of the production organization and all employees through effective people management. Provide for professional development of all direct reports and staffing strategies that support the long-term sustainability of IER
- Participate as a leader in the cross-departmental responsibility for day-to-day operations and long-range strategic planning of all IER activities
- Assist with the planning and execution of activities to ensure the overall nutrition and health of layers and pullets and provide a quality supply of eggs from Production to Processing with a minimal number of chex
- Establish procedures and management practices that ensure strict adherence to IER's Animal Welfare guidelines and Code of Conduct
- Assist with all IER activities to be in compliance with all legal and regulatory requirements
 - Manage manure removal to be in compliance with company procedures and contracts
 - Manage permitting requirements and tracking to ensure permits are current and meet the needs of the business
 - Collaborate with Human Resources to maintain working knowledge of and ensure compliance with company policy and employment laws and regulations



- Working with the Complex Manager, provide oversight for IER capital needs and work with the Production – Pullet – Maintenance Managers in developing the annual budgets for IER
- Collaborate with the Safety Team to provide oversight of the IER Safety Program to instill and maintain safe work practices throughout the IER organization and provide ongoing assurance of a safe work environment among all Managers and employees
- Other duties may be assigned

SUPERVISORY RESPONSIBILITIES

Carry out responsibilities in accordance with the organization's policies and applicable laws; the responsibilities include training employees, planning, assigning, directing work, complaints and resolving problems. This position provides supervision and mentoring to Farm employees and collaborates with other departments within the Production department.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Graduate or GED required, BS or BA degree preferred or up to 5 years of related experience or training; or an equivalent combination of education and experience, in addition to:

- 5+ years' experience working with Pullets/Layers or relevant education
- Ability and experience in mastering various positions within the Layer Operation. Ability to lead, motivate and supervise a team of employees
- Ability to work successfully with all levels of farm employees
- Ability to work with outside vendors and suppliers
- Quick learner
- Effective problem solver
- Strong interpersonal, written and verbal communication skills
- Critical thinking
- Organizational skills
- Ability to work independently or as part of a team
- Ability to work well under pressure
- Ability to maintain confidentiality
- Self-motivation, independent work habits
- Proficient computer skills (Excel and Word)
- Ability to read and write English
- Bi-Lingual (Spanish) preferred
- Sound judgment and unwavering ethics

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to



effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and procedure manuals; Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee is frequently required to walk. The employee is occasionally required to stoop, kneel, crouch, crawl, talk and hear. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, and color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to changing temperatures, humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT OF RECEIPT

I acknowledge I have read and understood the above job description. I acknowledge I can perform the above essential duties with our without accommodation. I have discussed my accommodations with my supervisor and will maintain my work within the restrictions established.

Employer or Representative Name

Employee Name

Employer or Representative Signature

Employee Signature

Date

Date

