

Hatchery Assistant



Reports to: Hatchery Manager & Assistant Hatchery Manager

Work Location: 321 State Rt 129, Walpole, ME 04573

FLSA Classification: Exempt

Job type: Full-time

Supervisory Responsibilities: None

Summary/Objective

The Hatchery Assistant position is an entry-level position. Hatchery Assistants are staff who are developing skills in the field of aquaculture and/or gaining experience with hatchery production. Hatchery Assistants support our Hatchery Technicians, Specialists, and Managers in the daily operation of our hatchery. They are trusted to carry out essential tasks in the production of about 100 million juvenile oyster seed annually. Mook Sea Farm continually strives to improve seed quality as well as production efficiency and capacity. Our hatchery staff is expected to carry out daily tasks with an eye towards continuous process improvement, scientific observation, and discussion. We place great importance on standardization of procedures, attention to detail, problem solving, and ongoing research and development.

Schedule and Compensation

This is a full time, year-round job with hourly pay and benefits. Paydays are bi-weekly on Thursdays. The schedule is generally Monday - Friday every week. The shifts are scheduled for 8am-4pm daily. Daily shifts are approximately 8-10 hours; this position requires a flexible work schedule that may vary in the number of hours worked in a day, or in which the stop times may vary because Hatchery Assistants are responsible for live oysters. Holiday work is required on a rotation with other hatchery personnel and employees can "bank" holidays for future Paid Time Off.

During times of the year when the hatchery is operating with a reduced load (August – December), the responsibilities shift to include hatchery maintenance and preparation for the next hatchery season. Depending on company needs, the responsibilities may shift to work on our river crew as an Oyster Farmer, raising market oysters.

Pay Range: \$16 - \$22/hour

Benefits Offered:

- Dental insurance
- Vision insurance
- Health insurance
- Health savings account
- Paid time off
- Retirement plan
- Short-term disability

Essential Functions

Hatchery Assistants are expected to reliably carry out daily production tasks with a high attention to detail. Hatchery Assistant duties include cleaning and maintaining tanks and equipment and carefully following checklists and standard operating procedures (SOPs). They will:

- Work to continuously improve efficiencies of job responsibilities.
- Clean screens, tanks, and equipment
- Consistently follow procedures covered in our Hatchery Manual.
- Follow Standard Operating Procedures with a keen attention to detail.
- Maintain Mook Sea Farm's Broodstock.
- Collect production data regarding pH levels, water temperature/salinity, seed volume, and animal observation.
- Contribute to oyster seed husbandry by grading and cleaning systems/equipment.
- Operate our Sea Water System in manual and automatic mode while maintaining processed water integrity.
- Use scientific method while collecting data.

Education, Skills, and Abilities

Relevant education or experience working in a hatchery is not required of our Hatchery Assistants. We will provide on the job training to teach Hatchery Assistants Mook Sea Farm's standard operating procedures. Employees are expected to have an interest in the work we're doing, a positive attitude, and a great attention to detail. Hatchery Assistants should have no aversion to manual labor and work that is dirty in nature. They must:

- Communicate clearly, directly, and consistently (Both verbally & in writing).
- Maintain professional demeanor while at work.
- Reliably follow strict protocols.
- Manage time and complete tasks effectively.
- Participate in collaborative problem solving.
- Work systematically, think critically, and problem solve.
- Understand scientific method.
- Collect and monitor data (We use Microsoft Office Suite programs & Google Workspace for Business).
- Maintain a valid driver's license and reliable transportation to and from work.
- Work in a variety of challenging conditions.

Work Environment

Employees should be able to tolerate exposure to typical noises associated with the hatchery. We use bleach and a variety of other cleaning supplies to carry out daily hatchery tasks. The work involves a lot of equipment maintenance, and the work can be dirty.

Physical Expectations

This position requires an average of eight hours per day of standing and moving through tight spaces, and requires physical strength, balance, hand-eye coordination, and stamina necessary to complete work in the hatchery. The position requires an ability to lift, push, and/or pull up to 50 pounds, and requires manual dexterity to operate a variety of equipment.

Travel

Travel expectations are uncommon, but travel can be a part of the job. When an employee uses their personal vehicle to travel, they will be reimbursed at the federally recommended reimbursement rate for mileage. Employees are expected to submit mileage forms to receive reimbursement. Employees are paid for time spent working, even when the work begins or ends at a location other than Mook Sea Farm. For travel that exceeds one business day, Mook Sea Farm will enter an agreement with the employee to compensate for time, mileage, and expenses.

Acknowledgement:

Employee Name _____

Signature _____

Today's Date _____

By my signature, I acknowledge that I have read, understand, and agree to fulfill the duties and expectations laid out in this job description.

Employer Representative _____

Signature _____

Job Title _____

Today's Date _____

By my signature, I acknowledge that I have read, understand, and agree to hold the employee in this position accountable for the duties and expectations listed in this job description.

Mook Sea Farm is an Equal Opportunity Employer

This job description may not cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. Mook Sea Farm will do its best to work with employees to keep added job duties within the general scope of the job description.