



## Staff Responsibilities

1. List each person, working at this location, who has a role in the feeding and rearing of pigs marketed or sold from this farm. Identify each person's responsibilities and the back-up person assigned to each position.

Your list must include all staff with any responsibility that may impact food safety.

Remember that "staff" includes hired staff as well as family members who have tasks that may relate to food safety.

Use the Assessment Form as a guide to help identify different responsibilities on your farm.

You don't need to limit the list of responsibilities to those dealing with food safety issues only. Consider using your staff list to create a full description of all tasks on your farm.

### Sample Answer 1 to Question 1 Multi-employee Operation

**Joe O'Brien** – Farm manager. Trains employees, purchases medications, reviews records, purchases replacement breeding stock and helps with pig shipments.

**Jake Trumper** – Operates feed mill, purchases feed ingredients, maintains mill records, assists with barn washing and shipping pigs. Joe fills in at the mill when Jake is away.

**Mary Stuart** – Farrowing barn and nursery. Does piglet processing, record keeping, treats sick animals and does pressure washing. Ron and Joe are backup.

**Ron Turcotte** – Sow barn. Assists in farrowing barn, manages breeding stock, does routine and targeted treatments, record keeping and barn maintenance. Joe, Mary and Jean are trained for backup.

**Jean Nicollet** – Feeder barn, Selects and ships pigs, treats animals when necessary. Does record keeping and washing. Joe and Ron are backup.

### Sample Answer 2 to Question 1 Small Family Operation

**John Little** – Farm manager. Orders and oversees feed delivery, farm purchases (equipment, medication, vaccines), breeding barn and feeder barn. Sorts and ships pigs, treats sick animals, does record keeping, reviews sow/litter and nursery records, and does pressure washing.

**Marian Little** (wife) – Responsible for farrowing barn and nursery, piglet processing, weaning, sow/litter and nursery record keeping. Reviews dry sow and feeder records and helps to ship pigs.

**Jeff** (son) – Helps with various chores, under the supervision of John and Marian, and does pressure washing.

**Reg Smith** (neighbour) – Occasional hired hand. Trained for treatment of animals and routine chores. Is available to fill in if John and/or Marian are not available.

