

Key Responsibilities at Green Lane Farm

Name	Task/Procedure	Date/Crop	Actions/Comments
Manager/Assistant	Twice daily site inspections (Odour levels, Noise levels and site cleanliness)		
Manager/Assistant	Twice daily crop inspections including house environment, temperature, humidity, litter condition, drinker system and feeding system.		
Manager/Assistant	Feed stocks and storage		
Manager/Assistant	Fuel stocks and storage		
Manager/Assistant	Bedding stocks and storage		
Manager/Assistant	Clean drainage system including diverter valves, drains and sediment traps.		
Manager/Assistant	Foul drainage system including dirty water tanks		
Manager/Assistant	Bird depletion/thinning		
Manager/Assistant	De littering operations		
Manager/Assistant	Washing operations		
Manager/Assistant	Record Keeping including raw materials inventory, waste transfers, litter and wash water removal and crop recording		
Operator/Manager	Complaints Log		
Operator/Manager	Annual Plan Reviews including Emergency, and Site closure		
Operator/Manager	Training records		
Operator/Manager	Pollution Inventory returns		