JOB DESCRIPTION - DETAILED

Front-end Worker

**What is a Job Description?**

A job description defines the responsibilities, competencies, education, experience, knowledge, and other requirements for success in a position.

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| POSITION | FRONT-END WORKER |
| Department/Team | [Insert department or team the position belongs to] |
| Supervisor/Manager | [Insert position name of Supervisor/Manager] |
| Location | [Insert location of site] |
| Term of Work | [Insert whether work is seasonal, permanent, full-time, part-time] |

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| **POSITION PURPOSE** |

State the nature of the position, why it exists, and how it helps the organization achieve its goal(s).

A Front-end Worker helps process cattle entering the farm operation; operate farm equipment, tools, and technology during all phases of production; assists with inspection and maintenance of farm equipment and tools; assists with construction and maintenance of farm surfaces and both permanent and temporary structures.

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| **COMPANY DESCRIPTION** |

Describe the nature of your company, its goals, values and mission statement.

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| **MAIN RESPONSIBILITIES** |

List key responsibilities for the position.

**Process cattle**

* Understand cattle behavior
* Understand cattle handling procedures
* Follow standard operating procedures for processing cattle
* Process cattle according to animal sex, weight, body condition score, source and feeding plan
* Follow processing procedures
  + Receive cattle
  + Isolate cattle
  + Restrain cattle
  + Operate squeeze chute
  + Weigh cattle
  + Operate computerized record keeping system
  + Perform vaccinations
  + Apply parasite control
  + Assist with medical procedures
  + Assist with castration
  + Monitor processed cattle
* Provide access to feed and water during processing period
* Recommend improvements to procedures for processing cattle

**Operate farm equipment, tools, and technology**

* Use basic hand or power tools, such as:
  + - hammer
    - wrench
    - pliers
    - hand saw
    - chain saw
* Operate machinery and equipment, such as:
  + - Fencing tools and equipment
      * electric fencing system
      * post-pounder
      * post hole auger
    - Air compressor and accessories
    - Feeding and watering equipment
      * silo unloading equipment
      * silage blowers and auxiliary equipment
      * water trucks
    - Cattle handling equipment
      * headgates
      * chutes
      * squeezes
      * weigh scales
      * traceability equipment
    - Animal husbandry equipment for:
      * tagging
      * dehorning
      * branding
      * castration
      * vaccination (e.g., syringes, thermometer)
    - Emergency standby generators
    - General farm equipment, such as:
      * trucks with and without equipment in tow
      * tractors with and without attachments (e.g., trailer, mounted implements, loaders)
      * power take off (PTO)
      * mowers
      * bale wagon
      * augers
      * conveyors
      * skid-steers
      * off highway vehicles (OHVs)
      * power vehicles
      * skid-steers
* Use communication technologies (e.g., phones, radios)
* Use computer hardware and software, touch screens, databases, and spreadsheets
* Recommend improvements to procedures for using equipment, tools and technology

**Assist with maintenance of equipment and tools.**

* Maintain equipment and tools in safe working condition
  + Complete pre-use inspection checklist
  + Detect equipment malfunctions
  + Comply with company procedures for safe operation
  + Maintain farm vehicles
  + Check oil, fuel, fluid levels, and filters
  + Report vehicle concerns and malfunctions to management
* Complete maintenance logs
* Recommend improvements to procedures for maintaining equipment and tools

**Assist with maintenance of farm infrastructure**

* Assist with maintaining surfaces (e.g., standing areas, roads and alleys)
  + Report any signs of wear and damage or issues with farm surfaces to management
  + Clear surfaces of unwanted materials
  + Make repairs to farm surfaces, as directed
  + Complete maintenance logs
* Assist with maintenance of farm structures, such as:
  + - fences
    - walls
    - corrals
    - livestock holding areas
    - sheds
    - maintenance shop
    - shelters
  + Report any signs of wear, damage or other issues with farm structures to management
  + Make repairs, as directed
  + Complete maintenance logs
* Assist with constructing farm structures and surfaces
  + Prepare tools and materials for the work
  + Construct the structure or surface, as directed
  + Report major problems to management
  + Leave the site in a safe condition at the completion of the work
* Recommend improvements to procedures for maintaining farm infrastructure

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| **COMPETENCIES** |

List the competencies required to perform the position.

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| **FARM EQUIPMENT AND MACHINERY** |

List the tools and equipment used by the position and the frequency of use. Include protective gear or uniforms if required.

* Personal Protective Equipment (PPE)
* Safety equipment

**EQUIPMENT:**

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| Cattle handling equipment | Fencing tools and equipment |
| Computer hardware | Manure handling equipment |
| Computer software | Manure storage equipment |
|  | Skid-steers |

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| **WORKING CONDITIONS** |

List the working conditions related to the job.

* Outdoors under various weather conditions
* Physically demanding

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| **TRAINING/EDUCATION AND WORK EXPERIENCE** |

List any training requirements and the minimum required level of education to perform the position. Include recommendations if applicable. State whether previous work experience is required.

**TRAINING/EDUCATION:**

On-the-job training will be provided. Previous training is desirable.

**EXPERIENCE:**

Previous relevant farm experience is preferred.

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| **QUALIFICATIONS** |

List certificates, licenses, or other professional designations necessary to perform the position. Include recommendations if applicable.

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| **LANGUAGE** |

List the language(s) requirements for the role, including both oral and written communication.

* English

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| **DRIVER’S LICENSE** |

State the type of license required for the role.

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| **REMUNERATION** |

List the remuneration available for the position.

Hourly wage: $ per hour

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| **BENEFITS** |

List the benefits available for the position.

Benefit package:

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| **OTHER** |

List other requirements of the job.

Provide own transportation