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.

|  |  |
| --- | --- |
| 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] |

|  |
| --- |
| **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.

|  |
| --- |
| **COMPANY DESCRIPTION** |

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

|  |
| --- |
| **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

|  |
| --- |
|  **COMPETENCIES** |

List the competencies required to perform the position.

|  |
| --- |
| **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:**

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

|  |
| --- |
| **WORKING CONDITIONS** |

List the working conditions related to the job.

* Outdoors under various weather conditions
* Physically demanding

|  |
| --- |
| **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.

|  |
| --- |
| **QUALIFICATIONS** |

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

|  |
| --- |
| **LANGUAGE** |

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

* English

|  |
| --- |
| **DRIVER’S LICENSE** |

State the type of license required for the role.

|  |
| --- |
|  **REMUNERATION** |

List the remuneration available for the position.

Hourly wage: $ per hour

|  |
| --- |
| **BENEFITS** |

List the benefits available for the position.

Benefit package:

|  |
| --- |
| **OTHER** |

List other requirements of the job.

Provide own transportation