Farm Name

Contact Name

Address

City, State Zip

Phone Number

Email

**Job Title**

**Summary:**

The summary should be a concise definition of the job's major responsibilities, along with where and when it is performed. You might use the summary when advertising the position.

**Qualifications:**

This should be description of any experience, training, or education that is necessary to perform the job. Also list any physical characteristics that are essential to perform the job, such as the ability to lift and carry a certain weight. Be sure to avoid statements that might be discriminatory on grounds of race, gender, age, or national origin. Be aware that there are some jobs that young people are not legally allowed to do.

**Work Relationships:**

All workers need to know where they fit in the organization. The work relationship section should clearly define who the worker's supervisor is and how the worker's position relates to other positions. Be sure that each position only has one supervisor. Job descriptions relate to the staff organization chart, each position that appears on the organization chart should have a job description associated with it.

**Duties:**

Select the categories that should be included in the duties description. Each category has a set of standard tasks listed for you to edit.

**Calf and Heifer Care:**

 • Feed colostrum to newborn calves within four hours of birth.

 • Feed individual and groups of calves the correct quantity and type of feeds.

 • Follow colostrum handling and storage procedures to maintain quality.

 • Follow farm weaning procedures.

 • Use of an esophageal feeder.

 • Identify signs of common diseases in calves (scours, respiratory problems, dehydration).

 • Identify significant changes in feed intake from day to day.

 • Administer treatments to sick calves and heifers.

 • Administer vaccinations and parasite control.

 • Dehorn calves.

 • Keep health records.

 • Should handle calves in a calm, professional manner.

**Reproduction Tasks:**

 • Record cow identification and heat sign(s) displayed.

 • Identify primary and secondary signs of cows in heat.

 • Apply and interpret heat detection aids (tail chalk, Kamar).

 • Record important breeding information.

 • Evaluate reproductive records.

 • Recognize obvious reproductive disorders.

 • Administer hormones for reproductive (Ov-synch) programs.

 • Assist in herd checks.

 • Prepare frozen semen for insemination.

 • Breed/inseminate cows.

 • Handle and store semen.

**Feeding Tasks:**

 • Accurately weigh feed ingredients for a TMR.

 • Follow procedures for TMR mixing time and order of ingredients.

 • Operate feeding equipment properly and safely.

 • Maintain a clean feedbunk.

 • Weigh feed refusals.

 • Examine feed for contamination (mold, spoilage, unusual ingredients).

 • Identify common grains, concentrates, minerals, vitamins, and additives.

 • Inspect waterers for cleanliness and proper function.

 • Take representative forage samples.

 • Check water sources (troughs, cups) to ensure adequate supply and cleanliness.

 • Evaluate forage quality by sight and smell.

 • Monitor feed inventory.

**Milking Tasks:**

 • Behave in a calm manner that minimizes stress on cows.

 • Adequately stimulate teats to encourage milk letdown.

 • Prep and attach milking units in a timely manner that encourages milk letdown and cow flow.

 • Practice good milking hygiene (clean teats, milking units, and hands).

 • Correctly identify when milking unit re-attachment is necessary.

 • Identify an inflamed (hot/swollen) udder.

 • Change inflations/airtubes.

 • Recognize when equipment is malfunctioning.

 • Follow equipment cleaning procedures.

 • Safely use cleaning chemicals.

 • Identify abnormal milk.

 • Use milk tests (such as Delvo) to check milk for antibiotics.

 • Access and enter information in record systems (computer or paper).

 • Administer dry cow treatments.

 • Perform a California Mastitis Test (CMT) test.

 • Collect aseptic milk samples for culture.

 • Clip or flame udders to remove hair.

 • Identify edema in cows after freshening.

 • Make recommendations on cull candidates (clinical mastitis, slow milker, kicker, etc.)

**Animal Health:**

 • Read and follow directions on drug and vaccine labels.

 • Administer injections to cows.

 • Administer oral treatments (drench, bolus).

 • Provide assistance to animals in labor.

 • Safely restrain (lock up) a cow.

 • Administer IV (intravenous) treatments such as calcium, fluids, etc.

 • Visually observe changes in individual animal health status.

 • Identify an abnormal (sick) cow in a group of normal cows.

 • Recognize when a cow is in the beginning stages of labor.

 • Decide in a timely manner when to contact a veterinarian or other assistance.

 • Conduct a basic health examination (check temperature, listen to heart/lungs, check for DA/twisted stomach).

 • Revive a newborn calf.

 • Collect urine samples to measure pH, ketones, etc.

**Barn Environment Tasks:**

 • Clean barns and other facilities as appropriate (stalls, alleys, parlor, storage, feed areas, etc.).

 • Check gates and doors to ensure they properly latch.

 • Maintain bedding/resting areas.

 • Recognize ventilation problems and adjust ventilation systems as necessary.

 • Understand manure removal equipment and be able to repair minor equipment problems.

**Responsibility: Basic Work Skills**

 • Interact with animals calmly and without unnecessary disturbance.

 • Follow accepted safety practices when working with animals.

 • Practice self management (is on-time, works at a reasonable pace, maintains internal motivation).

 • Communicate work-related information with appropriate farm personnel.

 • Recognize the difference between work that is well done and work that is poorly done.

 • Work as a team member to solve problems and improve work processes.

 • Make basic work-related decisions.

 • Calculate basic arithmetic functions.

 • Read with understanding.

 • Identify opportunities for improving work processes.

 • Resolve conflicts with other farm personnel.

 • Understand dairy farming is a 365 day/year job.

**Compensation and Benefits:**

Include in this section all compensation that is offered. An hourly wage range, insurance, vacation, sick leave, etc. should be clearly stated. Housing, use of farm products like milk or meat, use of equipment, etc. are all legitimate forms of compensation and should be given a fair market value. You should also specify how much these non-monetary benefits may be used so that there is less chance of abuse.

**Work Schedule:**

Define work hours as much as possible. Define overtime policy if one applies. If work hours vary with the seasons, make that clear in the description.