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.

Human Resource Management:
• Interview applicants and make hiring recommendations.
• Administer employee benefits.
• Schedule employees, work, and tasks.
• Communicate with employees.
• Assist with personal problems of employees.
• Monitor and track employee performance.
• Evaluate employee performance and make recommendations to supervisor.
• Manage conflict.
• Communicate with and for Hispanic employees.
• Schedule sub-contractor labor.
• Plan and coordinate summer intern program.
• Attend and conduct meetings with employees.
• Manage incentive program.
• Inspire and motivate employees.
• Discipline and terminate employees.
• Develop systems for employee input.
Employee Development:
- Interact with employees on a regular basis.
- Communicate company mission, vision, and core values to employees.
- Provide training/education on opportunities for employees.
- Train new and current employees.
- Challenge employees about their technical proficiencies.
- Develop systems for feedback.
- Train employees to set goals and create plans to achieve them.
- Build a culture of discipline-focused, goal-driven action by all employees.

Quality Control and Standard Operating Procedures (SOP):
- Identify and communicate problems to senior management.
- Work with advisors and employees to implement SOP's and protocols.
- Monitor milk quality.
- Insure correct operation of equipment.
- Identify problems and recommend improvements and new procedures.
- Test for antibiotics before the milk leaves the farm.
- Inspect and change milk trailers.
- Work with inspectors to resolve issues.

Reproductive Management:
- Setup breeding program.
- Observe cows for heat and record findings.
- Breed heifers and cows.
- Manage semen inventory.
- Artificially inseminate cows and heifers.
- Administer hormone breeding program.
- Administer pregnancy checks.
- Evaluate reproductive performance.
- Setup breeding program.
- Prepare weekly herd check list.

Youngstock Management:
- Consult with veterinarian as needed.
- Monitor health and growth of new calves.
- Interact with calf grower.
- Identify, move, group, and treat heifers.
- Feed and care for new calves including all prescribed health procedures.
- Measure growth and maintain records.
- Dehorn calves.
- Wean calves.
- Consult with a nutritionist if needed.

Herd Management:
- Collect and maintain data on cows.
- Walk through the barns observing cows and facilities.
- Find, evaluate, and purchase heifers and cows.
• Recommend culling decisions.
• Move cows from far away dry pen to close-up dry pen weekly.
• Schedule bedding.
• Setup milk pickup with milk hauler.
• Coordinate cattle handling and movement.
• Observe close-up cows and assist with calf delivery as needed.
• Evaluate emergencies and call veterinarian as needed.

**Herd Health Management:**
• Consult with veterinarian.
• Observe cows for health problems and provide treatment.
• Record treatments in cow health records.
• Administer vaccination program.
• Administer mastitis program.
• Administer hoof trimming program.
• Administer foot bath program.
• Monitor and adjust feeding program.
• Dry off cows weekly.
• Complete postpartum health check daily of fresh cows.
• Supplement BST injections and exclusions.

**Feed Management:**
• Consult nutritionist.
• Project current and future needs and develop feed plan.
• Coordinate feed needs and order feed.
• Inspect and maintain feed and feed inventories.
• Develop feeding schedule and feed cows.
• Monitor feed intake and maintain records.
• Communicate feed changes to feed technicians.
• Test forages.
• Evaluate particle length.
• Analyze manure samples.
• Consult with herd health manager.

**Milking Management:**
• Develop standard operating procedures for milking.
• Develop milking schedule.
• Maintain and monitor milk production records.
• Check milk pad after milking.
• Check parlor supplies.
• Clean and maintain parlor.
• Provide proper identification of cows in parlor.
• Monitor herd somatic cell count.
• Monitor herd fat and protein levels.
• Consult with herd health manager.

**Information Management:**
• Maintain computers, office network, and information systems.
• Develop records and data systems (entry, collection, forms, reports, analysis, etc.)
• Collect daily, weekly, and monthly information on production, reproduction, culling, feed data, etc.
• Maintain records for all herd and business needs.
• Analyze data for information to support decision making.
• Send collected information to employer, veterinarians, and consultants.
• Access and report financial information requested by management.

Operations Management:
• Provide on-call support for operation.
• Maintain cleanliness of facilities - inside and out.
• Develop equipment maintenance plan and schedule.
• Contract for maintenance services.
• Plan and coordinate maintenance service for equipment.
• Keep service records on equipment.
• Prepare maintenance reports.
• Monitor and adjust environment for cow comfort.
• Monitor manure removal system.
• Control pests.
• Identify and evaluate areas that need to be upgraded.
• Provide information to management, employees, and resource people.

Financial Management:
• Meet with accountant as needed.
• Develop and monitor financial budgets.
• Prepare financial reports.
• Prioritize spending decisions.
• Purchase and track inventory and supplies.
• Present cost analysis on equipment.
• Evaluate and purchase insurance.
• Evaluate risk management opportunities.
• Evaluate return on investment for new products and opportunities.
• Inventory and order feed, herd and farm supplies, services, and medications.
• Develop vendor relationships.
• Explore ways to increase purchasing power (e.g., buying group, combining purchases, etc.)

Office Management:
• Manage accounts payable and receivable.
• Organize record-keeping systems.
• Receive and direct phone calls, e-mails, and other communications.
• Maintain schedule of visitors.
• Prepare monthly cash-flow reports for management team.
• Prepare annual financial reports.
• Provide appropriate information for tax preparer.

Professional Development:
• Read industry trade journals.
• Stay informed on dairy market information.
• Stay current on technology, research, etc. (continuing education).
• Interact with the larger industry (professionals, consultants, advisors, contacts, etc.).
• Learn Spanish.
• Participate in industry conferences, seminars, and other events.
• Participate in dairy industry organizations (PDMP, etc.)

Community Service/Public Relations:
• Support local organizations (youth, schools, civic, fire, government, etc.)
• Create a good public image.
• Improve communications between farmers and consumers.
• Keep neighbors informed.
• Present positive picture of milk quality being produced.
• Create a positive image for agriculture in general and dairy in particular and our farm specifically.
• Instruct employees how to interact with the community (catch-phrases, expected activity, etc.)
• Schedule manure hauling with respect to neighbors and local activities.

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.