

Position Description – Dairy Assistant

This role reports to the Dairy Unit Manager with access to the Operations Manager and owners.

A roster of 6 days on and 2 days off will be in place. Normal hours of work shall be 50 hours per week, between the hours of 3:00am and 6:00pm.

The purpose of the position is to help achieve the production and profit goals of the farming operation by implementing management policies and following farm procedures; to help achieve day to day running of farm business goals whilst striving to achieve own individual goals. All staff play a vital role in accomplishing the mission, values, goals and objectives of the business.

The following indicates the overall tasks of your role which are to be performed diligently and to a proper standard.

Task	
Feeding and Pasture	
Assist with feeding out and set up of break fences	
Assist with irrigation requirements	
Assist with conservation of feed as per instructions	
Weed control tasks are undertaken to ensure weeds do not reach flowering stage and minimal weeds visible on farm	
Milking	
Arrive in time to set up equipment and to get cows in	
Assist with milking including proper use of top and backing gates	
Cleaning and maintenance of dairy shed plant and equipment to required standard	
Help to ensure only milk of the finest quality is presented for collection	
Hose down yards, bail area and wall at the end of milking as instructed	
Contribute to dairy hygiene and achievement of milk quality	
Shut cows away at the end of milking as directed	
Animal Health and Stock Handling	
Assist with treatment of mastitis and lameness in cows	
Once trained, move and handle animals in an acceptable way at all times.	
Assist with seasonal requirements including calving, mating, wintering	
Where required record lame/sick animals ensuring animals are marked according to instructions from unit manager	
Environmental Management	
Develop an understanding of the effluent and nutrient management system for the farm	
Ensure all environmental requirements of the farm are understood and adhered to	
Communication	
Effective communication with Unit Manager as required	
Act as effective team member, including effective communication with entire team	
Support relief staff in their duties in the absence of Unit Manager	
Health and Safety	
Comply with the requirements of the Health and Safety in Employment legislation and all farm health and safety policies, including the wearing of all personal protective equipment	
Notify Unit Manager of new hazards as identified and of any near miss incidents or accidents (injury or non-injury)	
Other	
Put tools and equipment/machinery back in the correct place as soon as practical after finishing with them	
Complete general farm maintenance and farm development work as directed; notify Unit Manager of breakages/breakdowns immediately	

Ensure accommodation, garden and surrounds are maintained in a tidy and well-presented state	
Maintain farm bike and/or any other vehicle or tools provided according to schedule, notify Unit Manager of breakages/breakdowns	
Complete all other tasks as may be reasonably and lawfully requested by the unit manager or assistant unit manager	

Location of Work:

Rakaia Island, Woodstock Farm or any property owned by Rakaia Island Ltd

Person Specification:

The person will:

- Fit in well with the team and be able to relate to staff from different ethnicities
- Be of a level of fitness able to cope with physical outside work
- Be able to communicate well on all levels
- Be computer literate
- Hold a valid NZ drivers' licence
- Have empathy for livestock
- Have a desire to perform to the highest level