

### Agriculture Dairy Position Description

**Purpose**

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the particular position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

**Employee Name:**

**Date PD Issued:** 26/09/2024

**Position:** Dairy Production Traineeship - Certificate III in Dairy Production

**Host Employer:** Blair Athol Farming

**Supervisor:** Noel Speirs

**Host Employer Address:** Nalangil Vic 3249

**Westvic Staffing Solutions Apprentice/Trainee Consultant:** Rochelle Garlick – 0409 605 678

**Duties of Position:**

Dairy farmers work on farms mainly concerned with milk production and may be required to complete a variety of tasks

**Tasks Involved:**

- Cultivate soil, sow crops and control weeds by slashing, rotary hoeing or chemical spraying
- Plant ground crops between rows of trees and bushes to control weeds and soil temperatures
- Construct wire trellises to support vines, berries and fruit
- Take part in harvesting operations which may involve the use of tractors, harvesters, forklifts and hand tools
- Feed livestock and poultry
- Prepare milking machinery and assist with all milking operations
- Clean and sterilise milking machines
- Clear away animal waste and hose out operational areas
- Shear and perform other tasks involved in the breeding and raising of livestock such as dipping, branding, crutching, gelding, marking and assisting with artificial insemination
- Ride Side By Side to muster sheep or cattle
- Maintain and repair farm buildings, bores, fences, machinery, troughs, windmills and other equipment.

**Work Conditions:**

Farm hand work can be physically demanding. They spend much of their time working outdoors. During lambing or calving, mustering and/or harvesting time farm hands may be required to work long and irregular hours.

**Personal Requirements:**

- Interested in practical work
- Able to undertake manual, and sometimes heavy, work
- Able to handle animals with confidence and patience
- Able to work for long hours, outdoors, in all kinds of weather conditions
- Able to endure isolation and limited social contact
- Mechanical aptitude

**Qualifications and Licenses Required:**

- Drivers licence an advantage

**Workplace Health and Safety:**

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Co-operate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that are provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay.

Westvic Staffing Solutions has a No Quad Bike Policy. Trainees over the age of 16 years are only permitted to operate a Side by Side and Tractor whilst engaged as an on hired employee of Westvic Staffing Solutions.

**Additional Information**

- **Hours Per Week:** 38 – Full Time / 8 – School Based
- **Days per Week:** 5 – Full Time / 1 – School Based
- **Award / Agreement:** National Training Wage / Pastoral Award 2020
- **Superannuation:** 11.5% where applicable
- **Commencement Hourly Rate:** As per Award

Copy to:  Employee

Host Employer

Main File

**Position Description Acknowledgement**

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

**EMPLOYEE:**

Employee Name:

Employee Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**HOST EMPLOYER:**

Host Employer Name: Noel Speirs

Host Employer Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: Rochelle Garlick

Westvic Staffing Solutions Representative Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_