

### 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:** 16/12/2024

**Position:** Agriculture Traineeship

**Host Employer:** Nathan McNamara - Dairy Farm

**Supervisor:** Nathan McNamara

**Host Employer Address:** 60 Corangamite Lake Road, Colac West VIC 3250

**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:**

- Prepare milking machinery and assist with all milking operations
- Clean and sterilise milking machines
- Feeding calves and feeding cows
- Yarding cows
- Clear away animal waste and hose out operational areas
- Maintain and repair farm buildings, bores, fences, machinery, troughs, windmills and other equipment
- Tractor work
- Muster cattle
- Animal husbandry

**Work Conditions:**

Farm hand work can be physically demanding. They spend much of their time working outdoors. During busier times 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

**Licenses Required:**

Drivers licence

**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 with in the workplace to the Host Employer and Westvic Staffing Solutions without delay.

**Additional Information**

- **Hours Per Week** : 38
- **Days per Week:** 7 Day Roster
- **Award / Agreement:** National Training Wage / Pastoral Award 2020
- **Superannuation:** 11.5%
- **Commencement Hourly Rate:** Per Award
- **Allowances:** 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: Nathan McNamara

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

**WESTVIC STAFFING SOLUTIONS:**

Westvic Staffing Solutions Representative Name: Rochelle Garlick

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

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