

JOB DESCRIPTION

<u>JOB TITLE:</u>	Livestock Manager/Driver
<u>EMPLOYER:</u>	Acorn Venture Association
<u>LOCATION OF WORKPLACE:</u>	Acorn Farm Depot Road Kirkby Merseyside L33 3AR
<u>RESPONSIBLE TO:</u>	Chief Executive Officer
<u>RESPONSIBLE FOR:</u>	The overall supervision of the farm's livestock maintaining the highest welfare and health and safety standards at all times. All transport related tasks at Acorn Farm. To ensure that a regular supply of farm produce [meat, eggs and ice cream] is available for sale in the farm shop.

MAIN DUTIES AND RESPONSIBILITIES:

Farm Livestock and Products

- To supervise animal husbandry and welfare ensuring that excellent standards are achieved at all times
- To plan and deliver animal health plans to prevent a build-up of disease
- To keep accurate records of all treatments administered and have them available for inspection by the relevant authorities.
- To ensure the medication required to deliver the health plans is available on site.
- To plan breeding schedules for the farm's livestock to coincide with peak visitor periods
- To source new livestock as required & collect from market
- To organise a regular supply of home produced free range lamb, pork and beef for sale in the farm shop
- To liaise with the abattoir and butcher to achieve the above. Ensuring all necessary Movement Licences and other paperwork is completed and submitted in a timely fashion
- To load and transport livestock to market/butcher/abattoir
- To collect meat from butcher
- To price and package meat as required

- To assist the Education worker to deliver Animal Handling workshops for secondary schools and college students.
- To monitor stocks of homemade ice cream and make new supplies as required. Food hygiene standards must be observed at all times and the relevant paperwork completed for each batch.
- To defrost the meat and ice cream storage freezers in the dairy
- To ensure bagged animal feed is ordered on a weekly basis by the Animal Support Worker
- To ensure there is sufficient appropriate food for the meerkats in stock.
- To ensure straw and haylage are ordered in a timely fashion
- To ensure the farm is maintained to the highest standards at all times for our animals, service users and visitors.
- To be on call for livestock emergencies over a 7-day period.
- To closely monitor the CCTV in the lambing shed out of hours during the lambing season.
- To attend out of hours to assist with animal births, late night feeding and to attend to sick animals
- To assist with animal care over the Christmas shut down as required

Day Services

- In conjunction with the Farm Animal Support Worker to maximise the involvement of the individuals participating in our Animal Care Day Service programme in all appropriate aspects of animal care.
- To work with the people, we support on our day service programme in the absence of the Farm Animal Support Worker.

Driving Duties

- Driving the farm vehicle and trailer on collection and delivery of goods relating to farm business. e.g. livestock, animal feed, bedding, horticultural supplies, cafe and shop goods, etc.
- To assist the Education Worker in the delivery of Animobiles including loading of animals and equipment required for the sessions.
- Carrying out tasks detailed on the planning board
- Responsible for checking vehicle and trailers on a weekly basis and completing the vehicle checklist

- Cleaning inside of vehicle and trailer after each use
- Cleaning outside of vehicle and trailer as needed

Health and Safety

- To provide appropriate information and liaise with those conducting external inspections e.g. Riding Establishments Licence and Animal Welfare Inspections.
- To ensure that the farm site is Health and Safety compliant at all times
- To ensure that the small animal petting area is kept clean and tidy and free from tripping hazards at all times
- To ensure that the dairy including fridges and freezers is kept clean and tidy
- To ensure the external hand washing facility is kept topped up at all times
- To update Risk Assessments for the Livestock, Horse rides, Small animal petting area and Farm site on a regular basis.
- To Update Risk Assessments for Lone working, Manual Handling, Pest control and PPE on a regular basis.

General

- To ensure there are adequate supplies of bagged animal feed available for sale in the shop and kiosk.
- To ensure there are adequate supplies of egg boxes, labels, ice cream tubs and lids and paper bags for animal feed in stock.
- To ensure paddocks are kept weed free by spraying/strimming
- To assist with the maintenance of the farm grounds
- To safe-guard the property of the Association as entrusted to your care.
- To act in accordance with the requirements of the Data Protection Act
- To provide advice and guidance, where appropriate, on the application of company policy and procedure.
- To attend relevant training, staff supervision and staff development reviews.

This job description is an outline of the requirements of the post and as such is not exhaustive. The post holder may not unreasonably refuse to undertake any other duties deemed commensurate with the post.

All jobs are subject to change from time to time and this job description will be reviewed regularly in accordance with Company policy.

CONFIDENTIALITY:

Acorn Farm recognises the great importance of confidentiality in the professional practice of its staff and in its administrative procedures. Information clearly intended for one purpose should not be used for another without the sanction of the service user, staff member or person supplying the information. The only exceptions are where there is clear evidence of serious danger to the service user, staff member or other person(s) or where legislation requires release of the information. All staff are required not to divulge any information, verbal or written, to any external source that could be damaging to the company's reputation or commercial viability.

DISCLOSURE AND BARRING SERVICE [DBS]

Successful candidates will be asked to undertake an enhanced criminal background clearance check as part of the recruitment process.

EQUAL OPPORTUNITIES:

Acorn Farm aims to provide high quality services within the resources available. In order to fulfil this aim most effectively it operates a policy of equal opportunities to ensure that no service user, job applicant, employee or voluntary worker is discriminated against either directly or indirectly on the grounds of gender, age, race, colour, nationality, religion, cultural group or national origin, marital status or whether they are disabled people, lesbian or gay men. In the performance of your duties, it will be expected that you will treat all people with dignity and respect always promoting an environment free from bullying, harassment and intimidation.

HEALTH & SAFETY:

All employees are responsible for taking reasonable care of themselves and others who may be affected by their work. Everyone working within Acorn Farm is bound by Health & Safety legislation and must adhere to safe systems of work.

ACORN FARM POLICIES:

All employees are required to implement and follow Acorn Farm policies and procedures and undergo any training associated with them

TERMS & CONDITIONS

Salary: £28,000

Hours: 37½ per week (Mon – Fri 8.30am – 4.30pm)

Holidays: 30 days per annum [20 days plus 10 days [to cover the 8 bank holidays and 2 additional discretionary days over the Christmas period.]