# Introduction

**Disclaimer**

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## Instruction

The following worksheet can be filled in to help dairy owners and managers develop a job description. Here are additional external resources that may help:

* Cornell University PRO-DAIRY Program, Job Description Development Worksheet, <https://prodairy.cals.cornell.edu/business-management/resources/>
* PennState Extension, Job Description Generator for the Dairy Industry, <https://extension.psu.edu/job-description-generator-for-the-dairy-industry>
* PennState Extension, Job Descriptions: The Building Blocks of Organizations, <https://extension.psu.edu/job-descriptions-the-building-blocks-of-organizations>
* Purdue Extension, Developing Effective Job Descriptions for Small Businesses and Farms, <https://www.extension.purdue.edu/extmedia/ec/ec-728.pdf>
* University of Nebraska – Lincoln Extension, Examples of Job Descriptions for Major Positions on Dairy Farms, <http://extensionpublications.unl.edu/assets/pdf/g1585.pdf>

# Job description worksheet

|  |  |
| --- | --- |
| Dairy Name:  |  |
| Address |  |
| Name of Hiring Manager |  |
| PHONE NUMBER |  | E-MAIL ADDRESS |  |

|  |  |
| --- | --- |
| Job Title |  |

## Job Summary

*The summary should be a short description of the job, about 3 or 4 sentences. It can include what the job is, where it is located, whether there are any special qualifications or physical requirements. The summary can be used in a public job posting.*

## Duties, Tasks, and Responsibilities

*This section should list the duties and tasks the employee will perform. If the role involves several types of responsibilities, the dairy may wish to group them. For example, a Milker may have ‘Milking Responsibilities’ (prepare milking equipment, milk all cows in orderly fashion, etc.); ‘Milking Related Activities’ (maintain treatment records, assist in ordering supplies, etc.); and, ‘Other Responsibilities’ (other duties as assigned, maintenance of free-stalls, maintenance of vacuum pumps, etc.). Dairies may wish to specify the approximate % of time spent in each type of responsibility.*

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## SupervisioN

*State what job/role this position reports to and what level of supervision the job will receive (e.g. regular, minimal, etc.).*

* Position reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Job receives (Minimal / Regular / Other) supervision

## Qualifications

*Some jobs require past experience or educational qualifications. This section should describe those requirements. If applicable, qualifications can be divided into those that are ‘required’ and those that are ‘preferred’. Avoid statements that might be discriminatory on grounds of any protected class, like race, gender, age, or national origin.*

***Experience, type and years required (e.g. 3-5 years working with large animals)***

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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***Education and Training (e.g. high school diploma or GED; food safety training):***

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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***Certifications / License (e.g. driver’s license)***

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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***Skills, Abilities, and Attributes (e.g. ability to read / write, ability to operate computer, attention to detail)***

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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## Physical Requirements

*List and describe any special physical requirements of the job. The following list can be used as a starting point; check any of the following are required on a day-to-day or infrequent basis.*

|  |  |  |
| --- | --- | --- |
| Strength (Lifting, Carrying, Pulling, Pushing) | Kneeling | Crawling |
| Standing | Climbing | Reaching |
| Walking | Stooping | Balancing |
| Sitting | Crouching | Talking |
| Hearing | Seeing (near/far) | Depth perception |
| Color vision | Field of vision |  |

## Work Environment / Conditions:

*Describe the environment for this position. Include information pertaining to temperature fluctuations or excesses, noise level, chemical irritants, dust or allergen exposure.*

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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## Schedule

*Describe the typical hours or shifts. Is the position part-time or full-time? Does it entail overnight shifts? What are the typical hours per week? Does the workload vary by season?*

## Compensation

*It is optional to specify a starting wage, but it can benefit recruiting efforts. Dairies may consider listing a wage range, with a note that the exact compensation depends on experience. Owner and managers may also wish to list incentive or bonus programs.*

## Non-Wage Benefits

*Highlight non-wage benefits that the dairy offers, like paid health insurance, paid vacation leave, or housing. The job description does not need to contain a full list of non-wage benefits. This section is to help with recruiting.*