



POSITION DESCRIPTION

Junior Farm Hand

Division: SRS Benetook Farm

Reporting to: Farm Social Enterprise Coordinator

Employment: Junior Farm Worker

Remuneration Package Range: Horticultural Award (MA0000028)

Primary Objectives

The Organisation:

Sunraysia Residential Services Inc. (SRS) is a not-for-profit community organisation providing aged care and disability support for over 40 years. Our core services are to provide supports in-home, assistance with accessing the community, capacity building day programs and providing award winning accommodation for a short or long-term basis.

The Role:

All aspects of free-range egg production (collection, cleaning, packing). Animal care, cleaning and maintenance of facilities, customer relations.

Position Purpose:

To effectively complete all aspects of free-range egg production, animal care, cleaning and maintenance of farm facilities and providing exceptional customer service (farm visitors).

Key Selection Criteria

- Honest, this means telling the truth and owning up to mistakes.
- Reliable, turning up for your rostered shifts and giving adequate notice when unavailable for shifts.
- Listening skills.
- Ability to take direction from Management.
- Observant and aware – ensuring animal welfare and reporting all instances of abuse.
- Ability to count, read and follow documented procedures and instructions.
- Ability to drive a golf buggy safely.
- People skills – ability speak with and listen to customer queries and provide assistance.



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	• Technology – able to read emails, submit online timesheets (fortnightly) and submit near miss/incident reports.
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Specific Accountabilities	<u>Egg Production:</u> • Record cool room temperature • Collect eggs, record egg numbers and deceased chickens • Bury deceased chickens and transfer any chickens that are unwell to the chicken hospital. • Cleaning eggs. • Candle eggs (checking for irregularities). • Dispose of faulty eggs (bury eggs in designated trenches and clean buckets). • Packing eggs and date stamping – new egg cartons only – do not reuse old cartons. <u>Cleaning:</u> • Cleaning toilets – morning, check and restock supplies at midday. • Wash egg cleaning cloths. • Rubbish to be put into bins (faulty eggs to be buried). • Scrape chicken waste off the top of nesting boxes and inside nesting boxes. Replace nesting hay where needed. • Use blower in chicken shed. • Clean and tidy egg shed – wipe tables, sweep and mop floor, empty bins and hang cloths for drying. • Clean staff kitchen sink/benches. <u>Animal Care:</u> • Feed pet cat & fresh water • Feed chickens and check drinking water drippers working • Feed sheep and goats, provide fresh drinking water. <u>Daily tasks & Maintenance:</u> • Charging golf buggy • Check the farm vending machine – restock with eggs and drinks where required. • Tidy the chicken houses and nesting boxes (picking up chicken nesting boxes, replace with fresh hay when needed). • Old cartons/trays/boxes to go to incinerator. • Put bikes away – buggies and surrey bikes into shed, other bikes to designated bike area.
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	• Lock egg shed doors – front and back. • Put golf buggy away, plug into charger, lock shed. • Report any damage, incidents and near misses. <u>Customer Service:</u> • Chicken feed cups for visitors – fill cups morning and noon (or as needed). • Accepting collected eggs from the public (for cleaning/checking). • Listening to customers and providing assistance (or reporting information to Farm Management – i.e. – damaged equipment, animal abuse). • Setting up hired items from the equipment hire sheds (trestle tables, chairs etc.) and packing them away (only when requested by Farm Social Enterprise Coordinator).
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Conditions of Employment	<u>Qualification/Experience</u> • As per Horticultural Award. • Providing the highest standards of quality, service and cleanliness. • Upholding SRS Benetook Farm values and adhering to policies and procedures. • Safe and inclusive environment, showing genuine care and regard for yourself, the farm team and others. • Achieving the daily tasks - egg production, animal welfare and farm maintenance. • Yearly police check required after turning 18 (police check funded by SRS). <u>Employment Conditions</u> The terms and conditions of employment at SRS are in accordance with the Employment Agreement and SRS policies and procedures. • Probationary Period - The first three (3) months of your employment is a probationary period. A Qualifying Period of six (6) months applies to your employment. After the 3-month probationary period is completed, one weeks' notice is required by either party upon termination in the final 3 months of the qualifying period. • Victorian Working with Children Check – All appointments are subject to a clear Working with Children Check. The appointee
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	is required to provide details of the Working with Children Check to Human Resources. • NDIS Worker Screening Clearance (if engaging in a Risk Assessed Role) – NDIS Worker Screening clearance includes Police Record Check, • Police Record Check – ONLY if NDIS Worker Screening Check is not needed for the role. • Disqualified Carer Checks - Victoria Carer Register (ONLY for staff who are supporting Children UNDER 18 YEARS funded through DFFH – Victoria), • Current Driver's License, • Two (2) Professional References, • First Aid Certificate, • Notification of COVID 19 vaccination status, • Occupational Health & Safety – To adhere to SRS OH&S policies, procedures and guidelines at all times. • Smoke free environment – All SRS sites/properties are a smoke free environment. If you smoke you must organise unpaid breaks and adhere to the SRS policy. • Qualifications - The successful applicant will be required to substantiate formal qualifications. • Remuneration - is according to an Individual Contract with Salary Packaging included. • Training - All employees are required to undertake training as deemed by Managers that is appropriate to their position, responsibilities and needs, • Fundraising – Fundraising is an integral function at SRS. All staff is required to assist and be actively involved in volunteer events and functions and lead by example at all times, • Hours and Place of Employment - Making appointments with participants and their representatives to suit their individual needs will require flexibility in working hours and locations. It is recommended that meetings are conducted at a location agreed by both parties. Hours include office based administration hours and direct contact hours in the field providing supervision, mentoring and training plus meeting and greeting families and the people we support.
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