



# SUMMERFIELD FARMS

**Job Description: Herdsman/Farm Hand**

**Reports To:** Cattle Manager

**FLSA Status:** Exempt (not eligible for overtime) Part-Time, weekend work required

**Approved Date:** 09/13/2022

## **SUMMARY:**

The key responsibilities of this position center around the care and maintenance of all cattle and farming activities by performing the essential duties listed below.

## **ESSENTIAL DUTIES:**

- Daily cattle feeding and moving
- Building temporary fencing
- Cattle inventory
- Storing, organizing, and tracking supplies
- Operating Tractor
- Operating tractor with multiple attachments
- Assist with seeding and planting
- Assist with cutting hay
- Assist with other farm duties as necessary

## **REQUIREMENTS:**

- Available weekends
- Tractor experience of at least 1 year
- Farm related experience of at least 1 year
- Must be able to lift 75 lbs.

## **REQUIRED CHARACTER QUALITIES:**

- Hardworking and enjoys working outdoors
- Coachable
- Willing to learn
- Strong character with integrity
- Represent the Summerfield Farms brand well
- Proactive, Self-starter and highly motivated
- Strong communication skills
- Patient and attentive
- Reliable
- Good at taking and giving direction
- Aptitude for common sense
- Great attitude
- Team-oriented



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**Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Judgment - Exhibits sound and accurate judgment.

Integrity – Earns the trust and confidence of co-workers and customers through appropriate conversations, actions and empathy

Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Managing Conflict – Listens well, diffuses conflict proactively, finds solutions to problems in a constructive manor, handles difficult people

Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.