

POSITION DESCRIPTION

Experienced General Hand (Dairy Grazing/Dry Stock)

Job Profile and Purpose

This role supports a dairy heifer grazing and dry stock business. The Experienced General Hand supports day-to-day farm operations, ensuring stock are cared for, facilities are maintained and work is completed safely and efficiently, to a high standard.

Reports to	Farm Manager
Location	Waipa Valley, King Country

Scope of the Position

Direct reports	Nil
Key relationships (internal)	Farm Manager, other farm staff, seasonal staff
Key relationships (external)	Contractors and service providers, directors & shareholders

Key Accountabilities

1. Livestock welfare and stockmanship (dairy heifers, sheep and beef cattle as applicable).
2. Pasture utilisation and winter supplement management (efficient and tidy feeding practices).
3. Maintenance and asset care (fencing, water systems, yards, lanes, farm buildings, basic repairs).
4. Workplace Health & Safety practice (hazard identification, safe operation of machinery, support protocols).
5. Environmental awareness (protecting waterways, rubbish management, chemical use etc).
6. Teamwork and communication (respectful behaviour and pride in Koromiko).
7. Record keeping support as required (e.g. animal treatments, maintenance records).

Key Activities

1. Stock Care, Handling and Welfare
 - Carry out stock checks as required and report any health or welfare concerns promptly.
 - Assist with moving, yarding, drafting and general cattle handling using calm, low-stress techniques.
 - Assist with animal health tasks as trained and follow withholding and recording requirements.
 - Ensure stock access to clean water and check troughs/lines regularly.
2. Feed Allocation, Supplement Harvesting and Winter-Feeding Management.
 - Break feeding and shifting fences as directed.
 - Distributing supplementary feed to reduce stock movement and protect wet areas and waterways.
 - Assist with supplement storage and handling keeping yards and storage areas safe and tidy.
 - Report feed supply issues, wastage or risks to stock performance early.
3. Maintenance and Asset Care
 - Repair and maintain fencing and gates (electric and conventional) to required standards.
 - Assist with maintenance of water systems (troughs, valves, pipes) and report leaks or failures.
 - Support general upkeep of yards, lanes, tracks and farm buildings; keep workshop areas organised.
 - Use tools and equipment correctly; clean and store after use; report faults early.

4. Vehicles, Plant and Equipment
 - Operate farm vehicles/tractors and equipment only if trained/authorised, and within farm policies.
 - Complete basic pre-start checks and report defects or safety issues immediately.
 - Contribute to a 'look after gear' culture to reduce downtime and costs.
5. Health & Safety and Environmental Responsibilities
 - Follow the farm Health & Safety protocols, including inductions, meetings and reporting requirements.
 - Identify hazards, take practical steps to control risks, and report near-misses and incidents promptly.
 - Always use PPE as provided and safe work methods; stop work if conditions are unsafe.
 - Support environmentally responsible practices (protect waterways and store materials and waste tidily).
6. Teamwork and Communication
 - Work constructively within the team, share information, help others and keep standards high.
 - Take direction well, clarify expectations early, and provide regular updates on progress and issues.
 - Behave professionally with visitors, neighbours and contractors.

Role Requirements

- Practical experience with dairy and beef cattle.
- Good stock sense and a genuine commitment to animal welfare.
- Competence with fencing, basic maintenance and use of farm tools and equipment.
- Physically fit for outdoor work in all conditions.
- Clear communication and a dependable work ethic.
- Full drivers licence preferred.
- One trained dog required.

Measures of Success (examples)

- Livestock are healthy and in good condition.
- All fencing, lanes, buildings and water supply are maintained with issues identified and fixed promptly.
- Safe work practices followed with hazards and near-misses reported.
- Feed is used efficiently with minimal wastage; wintering practices protect soils and waterways.
- Positive contribution to team culture: reliable, respectful, and solution focused.

DISCLAIMER: This position description sets standards and expectations for the role. The list of activities is not exhaustive; it broadly describes the responsibilities and type of work to be undertaken. The employer may require the employee to undertake other duties that are reasonably required and consistent with the role.

Acknowledgement

I have read and understood this Position Description and agree to carry out the duties and responsibilities described.

Employee Name _____

Signature _____

Date _____