
LIVESTOCK MANAGER JOB CHECKLIST

Overall Purpose of Job:

- To provide visible leadership and direction to the Livestock team;
 - To coordinate and supervise Livestock staff regarding daily activities, including roster organisation, reviewing time sheets, responding to any issues affecting team harmony;
 - To organise & conduct weekly Livestock team meetings (providing key updates of interest, reminders on important issues needing focus, conduct educational sessions);
 - To ensure an acceptable standard of professionalism amongst the team with regards to horsemanship & cattle handling practices.
 - To develop knowledge & skills amongst the Livestock team and train new staff;
 - Oversee all facets of cattle processing as documented in the Quality Assurance (QA) manual and ensure animal welfare is maintained at the highest level;
 - Adhere to and improve day to day operations & systems relevant to the Livestock section.
-

Key Responsibility Areas:

- Pen Riding
 - Checking water, feed and condition of animals (identify pulls).
 - Reporting any maintenance requirements.
- Hospital
 - Liaising with Hospital supervisor daily to ensure that cattle health and hospital hygiene is maintained and in accordance to the health protocol.
 - Ensure that Post Mortems are conducted when insufficient evidence of cause of death and time permits.
 - Make sure veterinary drugs are stocked and maintained at adequate levels.
 - Ensure HGP audits are being conducted regularly and correctly.
 - Regular liaison with Health support businesses and feedlot nutritionist for updates and performance information.
- Receiving
 - Accurate recording of cattle received and identification of any incorrect specifications/match and/or issues with animal conditions, communicated to office.
- Induction
 - Liaising with Induction Supervisor and ensuring an appropriate allocation of heads to pens.
 - Responsibility for StockaID induction records and accuracy.
- Drafting
 - Liaising with Drafting/Dispatch supervisor to ensure Smithfield owned cattle are correctly and accurately drafted as required.
- Load-out
 - Ensuring good planning in advance, numbers are correct, days on feed checked, trucks loaded in a timely manner, office has all paperwork.
- Backgrounding
 - Ensuring accurate recording of what is out and when they are due to come back, keeping an eye on health issues, etc.

Other General Duties:

- Ensure that the cleanliness of the Livestock area (incl. Hospital facilities) is maintained;
- Ensure that paddocks and boundary fences are regularly inspected and maintained;
- Ensure standards of pen riding and appropriate documents are maintained;
- Report promptly to the necessary personnel, any abnormalities regarding the welfare of livestock, infrastructure, machinery and equipment;
- Adhere to and enforce all QA procedures and Contingency planning e.g. Health Protocol, Disease Outbreak, Heat Stress;
- Ensure that MSDS, WHP & ESI records are up to date and relayed to staff;
- Adhere to and enforce all Workplace Health and Safety policies and principles;
- Adhere to and enforce Animal Welfare Codes of practice;

Livestock Daily Routine Checklist

	DONE	
AM		6.30am morning update to Livestock team and allocation of jobs – sequence of priority should be: <ul style="list-style-type: none"> - Pen Riding (incl. Pulls). - Early Receiving & Load-outs/Truck-outs (as required by the schedule). - Early Drafting (as required the schedule). - Inductions. <p>Always asking - “How best can we do this – what is optimal for the day?”</p>
		Ensure any cattle that are Received are inspected/checked and assessment details captured/communicated to Jason (asap).
		Monitor progress of the Livestock staff/work teams during the course of the morning.
		9am SMOKO BREAK (aim to have Pen Riding completed)
		Split staff into 2 work teams and assign to each Hospital and complete pen treatment (return cattle to pens where appropriate).
		Check-in with Hospital Supervisor for an update on: <ul style="list-style-type: none"> - How many pulls? - Any late pulls? - Problem pens? - Hay put out needs? - Hospital returns? - Injuries/Deaths/Post Mortems?
		Notify the Mill team of Hospital call for feed.
		Work with Induction Supervisor to get ready for Inductions (prior to lunch).
		Update to Mill Team on pen changes & cattle movements, starter cattle, etc.
		LUNCH
PM		Complete Inductions (use notes to record exceptions/health issues). Ensure observations made from Receiving are passed to Induction team.
		Livestock movements updated to Administration.
		Complete hay put out.
		Livestock administration to meet at office to plan & confirm activity for tomorrow.
		Review the kill sheet(s).
		Try and brief the Livestock team on what is coming up tomorrow.
		Update Truck Out Sheet (see administrator for any changes).
		Check horses/stable area ensure neat & tidy.
		Check Hospital feedbunks before leaving.

Other General Checks

		Monitor background cattle, ensure accurate recording of what is out and when they are due to come back, keep an eye on health issues, etc.
		Ensure that paddocks and boundary fences are regularly inspected and maintained.
		Ensure that the cleanliness of the Livestock area is maintained.