



# ANIMAL KEEPER

My day to day tasks/responsibilities are:

1. To care for willow tree family farm livestock on a daily basis in terms of feeding, cleaning, presentation and well-being.
2. Report any ill health or unusual animal behaviour to your Animal keeper Supervisor.
3. Completing one of the daily checklists which may include feeding, watering, grooming, cleaning out, herding and handling, bottle washing, in particular giving exciting guinea pig handling sessions, feeding and cleaning a variety of animal species cleaning out animal pens and poo-picking outdoor animal pens
4. Sign off the daily duties you perform, on the checklist, once completed to high standard.
5. You will learn skills relating to feeding, cleaning, watering and handling animals together with the signs to look out for when an animal is off colour.
6. To develop, prepare and deliver educational, entertaining, and informative talks for schools and visitor groups. when trained
7. To ensure that all animal food/seed/equipment/medicines are adequately secured to prevent loss/theft.
8. Keep all fencing, paddocks, grazing, water troughs and animal shelters in good condition to ensure effective animal welfare and reduce risk to visitors and the general public. Advise your Animal keeper Supervisor if repair works needs doing.
9. Nominated responsible person must be advised re levels of seed/animal food/equipment/medicines held in stock and to inform management when low.
10. Making sure the farm is presentable and tidy all day.
11. Take responsibility for becoming part of a team whose aim is for the smooth running of the farm, which includes the care and welfare of the animals.
12. To be polite and friendly to all customers and work colleagues remembering a smile and happy disposition will make our visitors feel welcome, thereby ensuring the quality of the guest's experience on that day.



13. To utilise agricultural machinery, tools, vehicles etc in a safe and responsible manner and notify Animal keeper Supervisor or Directors for the maintenance of those items should anything not be working correctly.

14. To perform all duties in a safe and responsible manner in order to minimise risk to both staff and guests.

15. Maintain the highest standards of practice as advised by the Health & Safety Executive to protect the public from e coli and other animal related diseases

**My weekly or monthly tasks/responsibilities are:**

1. Record your hours and follow your induction given when you first arrived.
2. Refer to the job Schedule and notify your superior if you are unable to attend.
3. Forward all holiday requests as soon as required.
4. If applying for an Apprenticeships or work experience ensure you complete coursework on time.

**Personal Responsibilities and our Expectations**

1. Present yourself in a smart and efficient way at all times.
2. Behave in a courteous and professional manner towards members of staff, Animal Supervisors and customers
3. Encourage good communication and working relationships across the business
4. Share job knowledge and skills and support other team members with their workload
5. Ability to work pro-actively alone and work and participate within the site team
6. Help build a strong customer focused culture
7. Keep the Animal keeper Supervisor informed of any relevant issues and take an active approach to problem solving.
8. Suggest ways to improve quality, productivity and the work environment.
9. Undertake appropriate training and development to increase professional competence
10. To be aware of Health and Safety issues with all Farm Park, equipment and displays, and report any findings which require attention during your working day.
11. Help ensure that willow tree farm complies with DEFRA regulations particularly with regard to identification of livestock, movement of livestock.



12. To act as an ambassador for willow tree family Farm Park at all times and when required represent us at shows, meetings and other offsite activities.

13. Familiarise yourself with your copy of the Health and Safety Policy, Fire Drill and Risk Assessment & wear the Company Issued uniform

14. Ensure the Farm Park remains an enjoyable and safe environment for people of all ages.

15. To be aware of internal marketing opportunities and any positive steps to improve our visitor experience

- Compliance to any reasonable requests by Supervisors and the Directors.

Signed ..... Date ...../...../.....

I accept & understand the above, will conform to the Health & Safety @ Work Act and have kept a copy for my reference.

Approved by Supervisor..... Date .../...../.....

2019