

Position Description - Farmhand/Housekeeper

Title:	Farmhand/Housekeeper
Reports to:	Farmer

Overview

Heritage Farm is an organic farm producing top quality duck eggs, chicken eggs and vegetables for the Mornington Peninsula.

Outstanding farm experiences also offered on the farm, including 'feed the animals' farm tours and farm stay accommodation give guests an opportunity to participate in farm life.

The combination of primary production and tourism results in a stronger, diversified business providing greater opportunities for the organisation and employees within it.

Heritage Farm farmhands are responsible for a wide range of activities on the farm, and all employees are expected to contribute to any aspect of the farm when required. Primary responsibilities are: animal care, egg production, housekeeping and running farm tours while maintaining a clean and safe work environment.

Team members are not expected to have experience, but must be enthusiastic, hard working, reliable and a good fit for our team. A manual drivers' licence is a requirement.

All applications should include a resume and a cover letter with answers to the following:

- Why you want to be a part of the Heritage Farm team.
- Current experience/training in any relevant area.
- What are you good at? Not so good at?
- Tell us about your interests and what you want to achieve.
- Confirmation that you can work the required days (see below), have the right attitude and a manual drivers' licence.
- At least two references.

This role will begin with Wednesday and Friday work and can be expanded over time. Remuneration is the [award rate](#). Applications must be received by 5pm 15 November. Applications should be emailed to info @ heritagefarm.com.au

Key Responsibilities

Animal Care

- Ensure sufficient feed is available for all animals at all times and an ability to use the feed order form.
- Ensure sufficient clean water available for all animals
- Move animals when required
- Monitor animal health and notify farm manager when required
- Provide basic healthcare to animals
- Remove sick or dead animals
- Collect food waste from other locations
- Take appropriate records of animals
- Watering plants when required

Egg Production

- Collect eggs
- Wash eggs
- Grade eggs
- Package eggs
- Compost bad eggs

Housekeeping

- Clean farm stay accommodation (including bedrooms, kitchen, bathroom and living area)
- Wash bedding, towels etc
- Re-order depleted cleaning materials/food

Maintain Grounds

- Maintain exterior electric fence
- Remove weeds
- Maintain a clean and safe farm for employees and visitors

Farm Tour

- Ensure that the farm tour is presented in a clean and safe environment
- Run farm tours for up to 12 people

Farm Shop

- Accept payment for farm shop products
- Respond to basic questions from customers regarding farm shop products
- Provide vegetable boxes to customers and maintain records

Maintain a clean and safe work environment

- All employees are expected to follow farm cleaning procedures at all times
- All employees are expected to follow farm safety procedures at all times

Other responsibilities as required