



## **JOB DESCRIPTION**

Job Title	Self-Employed Milk Recorder
Department	CIS – Milk Recording
Location	Home
Reports to	Area Manager
Direct Reports	None
Key Relationships	Internal/External Customers

### **Purpose of the Job:**

To visit farms where you shall take milk samples as agreed and accurately record the data.

## **KEY RESPONSIBILITIES**

- Record the weight of the milk produced by each individual cow on each farm.
- Draw the necessary samples from the milk produced by each individual cow and despatch them to the central laboratory at Telford.
- Ensure accurate accounts of milk, fat and protein yields are obtained and uploaded as necessary to the system.
- Ensure accurate events for each animal, in the milking herd, are recorded and uploaded as necessary to the system
- Ensure that the farmers comply with the obligations that they have undertaken to the CIS.
- Report any failures by the farmers to your Area Manager.

## **PEOPLE**

- To always respect your customers and co workers
- To act with integrity to the business always
- To consider the health and safety for you, your colleagues and members are at the forefront of all we do

## **FINANCE**

- To always ensure spend is within budget.
- To always look to reduce costs

## **OPERATIONS**

- To ensure that all processes are continually reviewed and streamlined
- To ensure that work is carried out within the legal requirements and we are compliant at all time
- To ensure all company polices are understood and adhered to

## **THE PERSON**

- A first-class communicator
- Self-motivated and able to work on own initiative
- A very committed and diligent working style

### **Experience/Skills/Qualifications:**

A good standard of education

Knowledge of H&S

A high level of accuracy and attention to detail

Highly organised

Ability to work under pressure and meet deadlines

Excellent written and verbal communication skills