



## **JOB TITLE: FEED MANAGER JOB DESCRIPTION**

### **SUMMARY:**

The Feed Manager is responsible for the oversight of the entire feeding program here at Kinnard Farms. This is a true management position, with all day to day feeding activities to be carried out by our well trained and professional feeding team. The Feed Manager will take on the responsibility of leading and evaluating this team. The Feed Manager will be responsible for securing competitive bids on purchased feeds, and will control the delivery schedule of these feeds. The Feed Manager also is quality control for our feeding program, conducting routine TMR audits to ensure that rations delivered to our cows are precisely the same as those specified by our Nutritionist.

### **QUALIFICATIONS:**

1. Must be bilingual – fluent in Spanish and English
2. Must have experience in or knowledge of feeding a TMR to Dairy Cows
3. Must be computer literate – Excel, FeedWatch or other feeding software
4. Ability to manage, teach, and evaluate people
5. Strong Organizational skills
6. Very Detailed Oriented
7. Strong Dairy Science background; must understand the relationship between nutrition and cow health and productivity
8. Must have an interest and possess the ability to investigate and incorporate new machinery and technology
9. Must enjoy working with people

### **DUTIES:**

#### **Employee Management**

1. New hires - Setup and perform interviews to screen new hires. Help the farm develop an on boarding system to bring new employees on and train them up to company standards and implement this system immediately. Perform new hire training on protocols and safety procedures.
2. Set the schedule and the compensation for the feeding crew
3. Schedule, coordinate and structure daily, bi weekly and monthly team meetings.
  - In these meetings, be able to teach the team the science of dairy cows and how their work quality makes a difference and effects the outcome of milk quality, milk production levels, cow health and the daily flow of the farm.
  - Main goal for these meetings is to create a team of employees that have “buy-in” on the Kinnard Farm values and standards
4. Train and monitor the Feeding team – This includes evaluations and re-enforce training team members on safety procedures for use of the equipment, quality control and cleanliness of the feed center.

5. Perform evaluation of the individual Feeders based on how they follow SOPs and how efficient they are at completing their tasks up to the farm's standards.
  - Specific evaluations of Deviations from recipes through the FeedWatch system
  - Monitor the ribbon of feeds being delivered and the amount of weighback
6. Develop and implement other SOPs that are needed

### **Quality Control of Feeds Duties**

1. Incoming forages
  - a. Work closely with and in constant communication during harvest with the Outdoor Manager on the quality of forages coming in from the fields
    - i. Monitor with Shaker Boxes and % DM, with the overall goal to create a consistent feed on the entire pile
  - b. Create accurate maps of what forages are stored in the pile
2. Bunk Management
  - a. Monitor the feed ribbon and quality of TMR that is being delivered to the cows
  - b. Develop and implement a Weighback system that will accurately show the DM Intake of each Pen of cows.
3. Feed Center
  - a. Management of the pile faces to ensure safety and quality feed
  - b. Constant evaluation of the feed to make sure the quality has changed
    - i. Bi-weekly feed samples must be taken and submitted into the forage lab for analysis
    - ii. Daily observation of the piles to make sure no molding or abnormal odors are present and/or any evidence of rodents
  - c. Management of the Environmental regulations of feed storage and feed center
    - i. Maintain all records that are required
    - ii. Keep overall appearance of feed storage and feed center clean and tidy

### **Feed Inventory Duties**

1. Accurately track inventory of all feeds – grown and purchased and report back quarterly to Office Manager quantities used and remaining
2. Work with vendors in finding pricing opportunities in the purchased feeds
3. Work with nutritionist for optional ingredients that may be more cost effective and/or work better in our rations
4. Weekly, monthly and annual orders of any feeds that need to be purchased

### **General Management Duties**

1. Attend monthly management with farm consultants
2. Constant communication with the Herd Manager and Nutritionist (via email) on the daily DM intake trends
3. Constant communication with the Shop Manager on maintenance and repairs of feeding equipment
4. Keep updated and develop SOPs according to what is expected of the team and individuals as well as work closely with Herd Manager to come up with improved SOPs as needed.
5. Be part of the management team that will develop a farm safety training program for the entire dairy

6. Be part of the management team that will develop and implement new farm policies
7. Relay and communicate with the rest of the farm managers when there are issues that would affect other parts of the farm

### **WORK RELATIONSHIP:**

The Feed Manager will be responsible for the overall management of the Feeding team.

The Feed Manager will report directly to the Farm Owner. The Feed Manager will be part of the overall herd management team work closely with other team managers. The Feed Manager will keep the lines of communication open with all employees of Kinnard Farms, as well as the herd Nutritionist

### **WORK CONDITION:**

The Feed Manager is a full time position. The normal hours for this position are 5:00 am to 3:00 pm, Monday through Friday.

Total hours per year for the Feed Manager will be between 2600 hours and 2650 hours.

### **COMPENSATION:**

Compensation for this position will be based upon experience and education level, with excellent earning potential.

### **APPLICATION PROCESS:**

Please send resume to [amber@kinnardfarms.com](mailto:amber@kinnardfarms.com)

Or Mail to:

Kinnard Farms – Feed Manager Position

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