

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

SOCIAL SECURITY NUMBER

Mr.
Mrs.
Ms.

POSITION: Saddle Pals' Feeder

PAY RATE:

WORK IS:

DATE OF HIRE _____

_____ Full-time
_____ Part-time
 X Hourly

DAYS & HOURS OF WORK

LENGTH OF LUNCH PERIOD _____

CLASSIFICATION: _____ Exempt X Non-exempt

BASIC FUNCTION: To execute feeding instructions for Saddle Pals animals, and perform duties specific to given shift as established by the Equine Coordinator.

SUPERVISOR: Equine Coordinator

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Knowledge and understanding of basic safety rules in dealing with horses.

Must have knowledge of basic Equine First Aid.

Language Skills

Ability to read and interpret documents such as safety rules. Ability to speak effectively. Able and willing to observe and demonstrate appropriate safety rules, and willing to follow Saddle Pals horse handling procedures at all times.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Mathematical Skills: Must be familiar with operating a basic balance scale, able to perform basic mathematical calculations including addition, subtraction, multiplication and division. Must be able to determine percentage.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to handle, finger, or feel. Regularly required to talk and to hear. The employee is frequently required to stand; walk and reach with hands and arms. Employee is regularly exposed to walking on uneven ground. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Physically capable of the strenuous physical demands related to caring for horses including operating and handling feed carts.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to horses of various temperments and levels of training. . The employee is regularly exposed to outside weather conditions; extreme cold; extreme heat. The employee is occasionally exposed to wet and/or humid conditions. The employee is regularly exposed to hay, dust and/or molds. The noise level in the work environment is usually moderate.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Distribute feed and supplements to all Saddle Pals animals according to the current posted feed schedule.

Administer any prescribed medications following specific instructions, and initial **Medication and Treatment Sheet** when completed.

Perform any prescribed medical treatments following specific instructions, and *initial Medication and Treatment Sheet* when completed.

When horses/ponies are in pasture, bring them in to their respective paddocks or stalls prior to feeding.

Clean (when needed) and refill all individual water buckets.

Observe each animal for overall health and attitude. Report any problems to the Equine Coordinator (or designated substitute) ASAP.

In the event of an emergency, follow the established EMERGENCY GUIDELINES.

Notify Equine Coordinator and/or Facility Coordinator of any needed repairs to facility in a timely manner.

Make entry in the "Feeder Notes" book of date, time, duties completed, any additional comments, and your name. Please also note any facility repair/maintenance needs you may notice.

Be sure all gates/doors are secured, and hoses and lights are shut off before leaving.

To conduct duties during specified times depending on shift and/or day.

To obtain a suitable and trained substitute in the event of absence. If a substitute cannot be found, notify the Equine Coordinator ASAP.

To maintain general cleanliness of feed rooms and feed supplies.

Notify Equine Coordinator in a timely fashion when feed and/or medical supplies are low.

Complete and submit required paperwork in a timely manner.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies :

Problem Solving - Identifies and resolves problems in a timely manner.

Project Management - Coordinates projects; Communicates changes and progress

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly; Listens and gets clarification; Responds well to questions;

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Able to read and interpret written information.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgement - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives;

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: None

For personnel changes: None

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition, physical handicap, or veteran status.