



JOB DESCRIPTION

FARM MANAGER

Established in 1992, PIGS Animal Sanctuary ("PAS") is a 56-acre refuge for abandoned farm and companion animals. PAS specializes in the care of miniature and domestic pigs, but also provides a safe home to other species, including, cats, dogs, horses, donkeys, goats, chickens, turkeys, llamas and cattle. PAS is a registered 501(c)3 nonprofit organization.

POSITION TITLE: Farm Manager

REPORTS TO: Executive Director

CLASSIFICATION: Exempt, Full Time

SUMMARY:

The Large Animal Caregiver is responsible for Gold Standard humane animal care, including the tasks associated with providing a safe, clean, and healthy living environment for every species in residence at PAS.

ESSENTIAL DUTIES & FUNCTIONS:

1. Animal Care
 - a. Responsible for high-quality and innovative animal care at Gold Standard humane levels
 - b. Responsible for the efficient and effective day-to-day operation of PAS
 - c. Adhere to all sanitation, animal care, maintenance policies, standard operating procedures (SOPs), and schedules
 - d. Responsible for maintenance of all medical, feeding, and care logs included in shelter/sanctuary resident care
 - e. Monitor and adhere to all applicable state and local laws, regulations, and codes
2. Facility Care
 - a. Ensure meeting best practice protocols to clean and maintain grounds, enclosures, and general areas
 - b. Create and maintain schedules for, and procure as needed, all operations supplies and equipment
 - c. Create and maintain schedules for all operations equipment upkeep and acquisition
 - d. Ensure that all operations equipment and tools are in good working condition
 - e. Ensure that all work and general areas maintained in a safe and organized manner
3. People Care
 - a. Provide quality customer service to supporters, donors, volunteers, and staff while actively promoting PAS's mission, services, programs, and events
4. Additional Duties
 - a. Take photos or videos as requested by supervisor
 - b. Provide support or coverage in other areas of operation as needed
 - c. Undertake additional tasks as directed by supervisor
5. Safety
 - a. Ensure a safe work environment; follow safety guidelines and model safe work practices
 - b. Take immediate action to address any safety concerns
 - c. Maintain safe animal, equipment, tools, and materials handling practices

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

1. Position requires vigorous, sustained physical work in all weather conditions
2. Work is performed indoors and outdoors in an active farm setting, both alone and with other staff
3. Frequent bending, reaching, kneeling, climbing stairs, walking, and standing while performing job functions
4. Regular, repeated lifting of up to 50 pounds

REPORTING RELATIONSHIPS & CONTACTS

Reports to Executive Director

QUALIFICATIONS (REQUIRED)

1. High school diploma or equivalent
2. Available to work weekends, holiday shifts, and overtime as needed
3. Must live within 30 minutes of PAS
4. Must possess a valid driver's license

KNOWLEDGE, SKILLS, & ABILITIES

1. Commitment to the mission, values, goals, and success of PIGS Animal Sanctuary
2. Highly motivated, strong work ethic, outgoing, polite, and professional manner
3. Team player, able to work in a fast-paced environment and multi-task
4. Compassion for animals, comfortable working in a farm sanctuary environment, willing to accommodate animals in the work place
5. Knowledge of livestock species and companion animal species, breeds, and behavior helpful
6. Knowledge/experience in basic facility maintenance (carpentry, plumbing, electrical, HVAC, landscaping)
7. Have basic working knowledge of intake, receiving, and adoption outcome procedures
8. Ability to read and comprehend instructions, correspondence, and memos

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