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## *Roles and Responsibilities For Workers At Parmar Manor*

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### **Transport and Logistics Manager**

Duties:

1. Collection of livestock from farmers and market auctions
2. Maintenance of transportation vehicle
3. Logistic management of livestock and meat products to local butchers
4. Maintenance of transportation licences
5. Maintain animal movement records

Work time – 37 hours per week

### **General Manager**

Duties:

1. General day to day management of the farm operation
2. Director accounts
3. Staff welfare and recruitment
4. Maintain cost and running expenses
5. Maintenance of farm properties
6. Maintenance of livestock licences

Work time – 50 hours per week

### **Purchasing and sales manager**

Duties:

1. Purchasing of livestock from farmers and market auctions
2. Sale of meat products to local butchers
3. Collection of monies from local butchers
4. Maintenance of all suppliers and purchasers' paperwork
5. Maintenance of purchase and sales accounting system

Work time – 37 hours per week

### **Senior Livestock Manager**

Duties:

1. Maintenance of all movement records of livestock on the farm
2. Medical and welfare of all livestock on the farm
3. Preparation of all food for livestock kept at the farm
4. Welfare of all livestock at the farm
5. Maintenance of all medical records of all livestock

Work time – 37 hours per week

### **Junior Livestock Manager**

Duties:

1. Feeding all livestock on time
2. Preparing bedding for all livestock
3. Maintaining livestock bedding
4. Monitoring all livestock
5. Maintaining clean habitat environment for livestock

Work time – 37 hours per week

### **Groundsman**

Duties:

1. Control of wildlife and pests
2. Maintenance of all boundaries and fences
3. Maintenance of the grounds
4. Ensuring sufficient bedding material is available for the livestock
5. General maintenance of outbuildings

Work time – 37 hours per week

### **General Labourer**

Duties:

1. Provide help to all roles above when required
2. General upkeep of all farm buildings

Work time – 25 hours per week

### **Bookkeeper**

Duties:

1. Provide support in maintaining all financial records of transactions from sales and purchasing manager and general manager
2. Preparation of final year accounts
3. Maintenance of robust financial system

Work time – 15 hours per week

### **Back Office Support**

Duties:

1. Provide support to general manger with the day to day running of the farm and maintenance of all records

Work time – 37 hours per week