

**Processor:**

**Summary:**

Works under the direction of the Cattle Receiving and Processing Coordinator to insure all animal health protocols are followed. This position processes cattle at initial and re-implant with a low stress handling method and maintains a safe work environment.

**Essential Functions include but are not limited to the following:**

- Review animal diagnoses received from Pen Riders; Cattle Receiving & Processing Coordinator; and Cattle Manager.
- Process Cattle according to direction prescribed by the Cattle Manager and Cattle Receiving & Processing Coordinator.
- Review animal health records and symptoms.
- Review protocol via computer based upon diagnosis.
- Administer injections and/or other treatments according to the protocol.
- Update animal health records and/or ear tags.
- Participate and/or perform animal necropsies to determine cause of death.
- Prepare and distribute necropsy report or dead record.
- Return unused medicines and record usage and wastage.
- Follow BQA guidelines.
- Prior to shipping, run required reports (i.e. Not in Home Pen, Animals on Withdrawal) to insure accuracy of head counts and/or ability of animals to ship.
- Notify personnel responsible for end of day reports when doctoring is done for the day.
- Maintain housekeeping of all hospital locations.
- Complies with applicable OSHA; FDA; and EPA regulations and maintains appropriate compliance records.
- Other duties may be assigned.

**Qualifications:**

- High school diploma or general education degree (GED); or one to three month's related experience and/or training; or equivalent combination of education and experience.
- Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.
- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Valid driver license.
- Ability to communicate in English is preferred.

**Personal Competencies:**

- Adaptability - Adapt to changes in the work environment.
- Attendance/Punctuality - Is consistently at work and on time.
- Cost Consciousness - Conserve organizational resources.
- Dependability - Follow instructions, respond to management direction; keep commitments; complete tasks on time or notify appropriate person with an alternate plan.
- Ethics - Treat people with respect; work with integrity and ethically.
- Initiative - Ask for and offer help when needed.
- Innovation - Generate suggestions for improving work.
- Interpersonal – Keep emotions under control.

- Judgment – Exhibit sound and accurate judgment.
- Oral Communication - Listen and get clarification; respond well to questions.
- Organizational Support - Follow policies and procedures; complete administrative tasks correctly and on time.
- Planning/Organizing - Use time efficiently.
- Problem Solving – Identify and resolve problems in a timely manner.
- Quality - Demonstrate accuracy and thoroughness.
- Quantity - Complete work in timely manner.
- Safety and Security - Observe safety and security procedures.
- Team Work - Contribute to building a positive team spirit.
- Technical Skills – Strive to continuously build knowledge and skills; share expertise with others.
- Written Communication - Able to read and interpret written information.

**Work Environment:**

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts, airborne particles and vibration. The employee is frequently exposed to outdoor weather conditions and the noise level in the work environment is sometimes loud.

**Physical Demands:**

While performing the duties of this Job, the employee is regularly required to sit and reach with hands and arms. The employee is frequently required to climb or balance. The employee is occasionally required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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. Other duties may be assigned.*