



## Directions for using the Job Description Generator

### Step 1.

Click on the Job Description Generator Link.

This brings you to the main page of the Job Description Generator. Here you will find links to three broad categories of dairy job descriptions:

- **Dairy Production Technician:** this category is for front line positions that do not involve management activities.
- **Middle Manager:** this category is for people who manage other employees or production processes.
- **Senior Manager:** this category is for those who are the top managers in the business, or the owners.

### Step 2.

Click on the category that best fits the job description you want to write.

This brings you to the job description editor page for the type of position you selected. Here you can enter data about your dairy business. Simply click in the boxes and type in your information.

Most of the boxes are self explanatory, but a few definitions are provided here for your convenience:

- *Position title.* The position title should accurately describe the job. Do not call a job that involves only milking a herdsman position.
- *Summary.* This is a concise definition of the jobs major responsibilities, where and when it is performed. You might use the summary when advertising the position.
- *Qualifications.* A description of any experience, training, or education that is necessary to perform the job. Also, any physical characteristics that are essential to perform the job, such as the ability to lift and carry a certain weight. Be sure to avoid statements that might be discriminatory on grounds of race, gender, age, or national origin. Be aware that there are some jobs that young people are not legally allowed to do.

After entering information in the *Position title*, *Summary*, and *Qualifications* boxes, scroll down the page to the *Duties* section. Here you will find categories of duties with a list of more specific tasks under each. Simply scroll down through these lists and check the boxes next to each task you want included in your job description. Select all that apply.



- *Work relationships.* All workers need to know where they fit in the organization. The work relationship section should clearly define who the worker's supervisor is, and how the worker's position relates to other positions. Be sure that each position only has one supervisor. Job descriptions relate to the staff organization chart, each position that appears on the organization chart should have a job description associated with it.

The following two categories are optional. If you use them, don't be so specific that no changes can be made in the future.

- *Compensation and Benefits.* Include in this section all compensation that is offered. An hourly wage range, insurance, vacation, sick leave, etc. should be clearly stated. Housing, use of farm products like milk or meat, use of equipment, etc. are all legitimate forms of compensation and should be given a fair market value. You should also specify how much these non-monetary benefits may be used so that there is less chance of abuse.
- *Work schedule.* Define work hours as much as possible. Define overtime policy if one applies. If work hours vary with the seasons, make that clear in the description.

### **Step 3.**

When you are satisfied with the text you have entered and with the tasks you have selected for your job description, click on "Display Job Description." Your job description should appear in a formatted version.

Now, you have three options for printing and saving the job description.

#### *Option 1, Just Print*

You can simply choose print at this point to send your completed job description to your printer. (Note that simply printing does not save your job description.)

#### *Option 2, Save*

You can choose to save the text you have created for later editing with word processing software. You can save the file by choosing "Save As" or "Save Page As" under your browser's File menu. Save the file in a folder you choose. Select as your file format *text* or *rich text*. Later you can open this text file with a word processor and edit the job description.

#### *Option 3, Print and Save*

To do this, simply follow the directions for Option 1 and then follow them for Option 2.

You're finished! Now you can go back to the Job Descriptions Generator page and create another job description.