

JEN VERHAREN EXAMPLE JOB DESCRIPTION

Job Title

Barn Assistant & Groom

Duties and Responsibilities

Twenty hours per week on weekdays from 7:30 to 11:30 am.

Daily:

1. Clean stalls & paddocks as per instructions
2. Pull or cut weeds along fence lines as needed
3. Fix or itemize problems with fencing as needed
4. Sweep edges and corners in barn and blow out isle
5. Groom, tack up and cool out horses as per Trainer's schedule
6. Wipe down bits and tack

Weekly:

1. Scrub/wash isle (Mondays)
2. Dust and cobweb in barn (Tuesdays)
3. Sweep, dust and cobweb in loft (Wednesdays)
4. Rake arena track (Thursdays)
5. Clean and fill water tank, sweep and dust in tack room (Fridays)

Compensation

\$12.00/hour to start.

\$.50/hour raise every 30 days, capping at \$15.00/hour.

Raises depend upon satisfactory performance and reliability as per job description.

Measures of Success

1. Barn is swept, dusted and cobweb free.
2. Fences are tight and in good repair.
3. Paddocks and stalls are clean and weeb & debris free.
4. Water tanks are clean and full.
5. Loft and closet are orderly.
6. Tack room is swept and dusted.
7. Horses are groomed and put away.
8. Tack is clean and correctly put away.

I have read and agree to the above duties and responsibilities and to the compensation plan.

Jen Verharen

Date

Barn Assistant

Date