

Employee Name (Please Print)

Date

**Pine Mountain Club POA
Job Description**

Job Title: Stable Hand
Department: Equestrian Center
FLSA Status: Non-Exempt
Reports to: Stable Manager
Approved by: General Manager
Approved date: 2018-11

SUMMARY

Care and maintain the Equestrian Center for cleanliness, along with the horses boarded at the center.

WORKING HOURS

Position may be seasonal, temporary, part time, on call and/or full time depending on the status change form. Weekends and holidays are required. Employee may be required to work overtime hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Feeding all horses morning and evening
- Daily cleaning of stalls/check horses
- Daily cleaning of pastures-limits
- Cleaning water tanks
- Reporting hazards or unsafe conditions
- Maintenance work: Fix fences, water tanks, barns and sprinkler heads
- Monitor the horses throughout the day (especially in snow and rain)
- Landscaping
- Maintain a satisfactory attendance record
- Responsible for complying with safe and healthful work practices
- Drive Gator and or tractor
- Attend safety meetings as required
- Perform other duties as prescribed by Management.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

No previous experience necessary.

CERTIFICATES, LICENSES, REGISTRATIONS

Employee must possess valid California Driver's License and maintain a good driving record.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing

the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Work is outdoors in nature for most of the work day. Work is required in and subject to inclement weather.

TOOLS & EQUIPMENT USED

Anything to do with caring for horses, riding, controlling, and cleaning them, etc. Shovels, racks, motorized equipment, cleaning of stables and grounds equipment.

EQUAL OPPORTUNITY EMPLOYER

It is PMCPOA’s policy to maintain equal opportunities for all employees. PMCPOA does not unlawfully discriminate on the basis of sex (including pregnancy, childbirth, breastfeeding or related medical conditions), sex stereotype, race, religion (including religious dress and grooming practices), color, gender (including gender identity, gender expression and transgender), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation. This policy applies to all areas of employment including recruitment, hiring, training, promotion, compensations, benefits, and social and recreational programs.

EMPLOYMENT AT WILL

California is an ‘at will’ employment state, meaning that an employer or employee may terminate the employment relationship at any time.

Teamwork and the ability to get along with co-workers is considered an essential function of the job and that angry, rude, disrespectful, insubordinate and uncooperative behavior can result in discipline, including termination.

By signing below, I acknowledge receipt of my job description. I have had the opportunity to ask questions, and I understand what is expected of me in this position.

Employee Signature

Date

Manager Signature

Date

Employee Initials _____

Dept Manager Initials _____