

BC DAIRY FOUNDATION & BC MILK PRODUCERS ASSOCIATION



Job Description

Job Title

Mobile Dairy Classroom Experience Facilitator
(Hereinafter referred to as "Facilitator")

Compensation

\$25/hr (8 hr minimum)

Reporting to

Project Manager

Role

The Mobile Dairy Classroom Experience (MDCE) Facilitator's role is to manage the set up, operation and clean up of the MDCE trailer at events in BC. The facilitator will operate the milking equipment during the MDCE show.

Responsibilities for the operation of the Mobile Dairy Classroom Experience

The MDCE Facilitator is responsible for the following aspects of the MDCE Program:

1. Arrange the use of 2 cows and a calf for milking demonstrations (depending on the type of demonstration and the availability of animals). *Cows should be second or third calfers, good looking and clean, mid-milkers giving no more than 30 litres a day. Calf should be female, 3 to 6 weeks old.*
2. Organize the transportation logistics to an event/presentation and arrange necessary details with the organizers to have the trailer set up and stored if needed.
3. Ensure that all equipment and presentation material is accounted for, organized and clean prior to an event and after an event.
4. Set up and pack up of trailer at the event/presentation site
5. Delivering milking demonstrations with the MDCE Presenter. Specifically, operating the milking equipment and describing the milking procedure to the public.
6. Answering questions and engaging with the public and school children during presentations.
7. Wash and clean milking equipment and trailer after each presentation.
8. Delivery of trailer back to the appropriate storage after an event/presentation. It is the responsibility of the MDCE Facilitator to ensure the BCMPA is notified of the location of all MDCE equipment

(including the trailer) once an event/ presentation is completed, payment will not be received until the BCMPPA verifies all equipment is accounted for.

9. Report on trailer status after each event, by emailing the Project Manager at nshah@bcmilkproducers.ca

Description of Compensation Scheme

On occasions that the MDCE Facilitator is asked to haul the trailer for maintenance, or otherwise be asked to be present for purposes of administration, training, and other tasks unrelated to an actual dairy classroom demonstration, the MDCE Facilitator will be compensated at the rate of \$25/hour as per the "Hours of Work and Overtime Policy."

Expense Reimbursement

Meals: Reasonable (\$8 per breakfast, \$10 per lunch, and \$20 per dinner) meal expenses are covered while travelling, as per receipt. Travelling is defined as an away from home trip with an overnight stay. For single day trips, lunch will be paid as per receipt. If there is a claimable group bill for meals, names must be listed on the receipt. Receipts from a bar for alcohol are not claimable.

Car Allowance: \$0.50/km (up to equivalent of regular economy airfare). The rate for hauling the Mobile Dairy Classroom Experience trailer will be \$0.75/km.

Hotel: Actual rate incurred as per receipt.

Private Accommodation: \$40 per night, no receipt required

Air Fare: As per receipt for economy airfare.

Submitting Expense Claims:

Expense claims should be submitted as soon as possible after the event and must be submitted within 90 days to be eligible for reimbursement.

Please include original receipts with your claim.

HOURS OF WORK AND OVERTIME POLICY (HOURLY EMPLOYEES)

This policy is meant to treat all employees fairly and consistently. It is possible that unique circumstances may create a situation where strict adherence to this policy would be unfair to the employee or the employer. Concerns should be discussed with your supervisor.

1. Hours of Work Defined

Hours of work includes time spent at the employee's regular place of work while engaged in their duties, except time spent on meal breaks.

Where an employee does not have a regular place of work, then the regular place of work is deemed to be the employee's home.

When an employee is required to work at a location that is not their regular place of work (travelling), hours of work includes all time spent on their duties during the day except for time spent:

- a) on meal breaks (whether business meetings or not);
- b) attending functions that are primarily social in nature;
- c) in transit while travelling (unless the employee is operating a motor vehicle);
or
- d) while travelling and not actively engaged in their employment duties.

2. Minimum Hours of Work

When an employee is required to report for work on any day, the employee will be paid for a minimum of 4 hours at their regular wage, unless the employer and employee have agreed on a shorter shift, in which case the employee will be paid for a minimum of 2 hours.

When an employee is required to travel and it is not possible for the employee to return to their regular place of work within 8 hours of the time they reported to work, the employee shall be paid for a minimum of 7 hours for any such day.

3. Overtime

Where hours worked exceed 8 in any day or 40 in a week (Sunday to Saturday) the employee is working overtime.

Overtime may only be worked with prior approval of the employee's supervisor or where the hours of work are outside the control of the employee.

Overtime shall be paid at a rate of 1.5 times an employee's regular wage.

Hours worked in excess of 12 in any day shall be paid at a rate of 2 times an employee's regular wage.

4. Meal Breaks

During each shift of more than 5 hours, an employee is entitled to a meal break of not less than $\frac{1}{2}$ hour duration. Meal breaks are unpaid and are not included in hours worked.

5. Rest Breaks

During each work day longer than 5 hours, an employee shall have 2 rest breaks of 15 minutes each. During each work day of more than 2 but less than 5 hours, an employee shall have 1 rest break of 15 minutes.

These rest breaks are paid and are included in hours worked. Rest breaks may not be taken at the beginning or end of a shift.

For help interpreting this policy, please talk to your supervisor.