



## **Black Star Farms, LLC: Stables Manager**

**PURPOSE:** Manage daily operations of the stables and the farm animals

**PAY RATE:** Based on experience

**CLASS:** Full-time, hourly

**HOURS:** 25-35 hours/week

**EXPECTATIONS:** Ensure boarded animals are cared for while following applicable laws and regulations. Provide clean and safe living spaces for all animals on the property and maintain a healthy environment for boarders, guests, animals, and employees.

**REPORTING TO:** Managing Owner

### **REQUIREMENTS**

- Must be at least 21 years of age
- Two years of horse experience
- Flexible schedule with the ability to work weekends, evenings, and holidays
- Ability to move and/or lift 70lbs safely
- Ability to walk, stand, or lift heavy objects repeatedly and for long periods
- Ability to work autonomously while providing regular updates to management

### **RESPONSIBILITIES**

- Provide a safe equine environment for all boarders and boarded horses
- Establish monthly schedules for employees
- Hire and train employees
- Financial oversight and problem-solving to meet and exceed budget numbers
- Be on call for any emergencies that may arise
- Provide/coordinate maintenance per season, like fall-time heaters in water tanks and having sand always stocked in winter
- Submit all receipts to the controller on a weekly basis
- Enforce all barn rules and boarder contract rules
- Ensure proper care for boarded horses on the property. Making sure they have proper hay, water, grain, and shelter





## BLACK STAR FARMS

- Maintain and oversee daily proper maintenance such as stalls, paddocks, aisles, and water buckets being cleaned
- Manage herd dynamics, as well as hay intake daily to prevent the waste of supplies
- Source quality hay and grain and establish working relationship with suppliers. Place orders in timely manner
- Oversee daily/weekly/monthly maintenance such as weed whipping, mowing, and snow removal
- Oversee daily maintenance of stables, such as supplies being stocked, trash taken out, bathroom cleaned, and feed room tidied
- Regulate and facilitate that all boarded horses are up to date on all required vaccines and Coggins
- Record keeping. Maintain updated paperwork on all boarders, including barn rules, liability agreements, boarder contracts, Coggins tests, and insurance if teaching. Collect and record monthly board revenue.
- Have appropriate plans in place for emergency situations
- Maintain stock of appropriate emergency supplies on hand at all times such as dex, banamine, syringes, gastrogard
- Oversee maintenance on the Kubota by making sure it is getting maintenance in accordance with the warranty schedule, working with property manager

