

	Hourly Job Description			
	Reports to: Department Head Keeper	Department: Mammals, Birds, Herpetarium, Small World	Date: 01/3/08	Approved by: Patrick Burchfield
Job Title: Animal Keeper				20-003

Job Summary:

Responsible for animal care and exhibit/off exhibit maintenance and animal observation.

Essential Functions:

1. Observe, inspect, feed, and water assigned animals, according with a specific schedule
2. Clean animal enclosures according to schedules and replace bedding as needed
3. Administer medications, dietary supplements, and other treatments to animals as instructed by Zoo veterinarian and /or supervisor
4. Assist in the capture and/or restraint of animals for examination or treatments as necessary
5. Manipulate animal as necessary to implement department collection plan as related to husbandry and reproduction
6. Perform, housekeeping in assigned areas in order to maintain health and clutter-free work areas
7. Conduct training and enrichment
8. Participate in research projects
9. Pick up litter form zoo grounds when encountered
10. Perform routine maintenance in assigned areas
11. Utilize a variety of hand and power tools to accomplish necessary maintenance
12. Maintain assigned exhibits to achieve visual effects and animal health and well being
13. Record feeding, reproductive, training and enrichment, and other pertinent data on individual animals
14. Report unusual behaviors and animal conditions, as well as any other unusual occurrence to supervisor
15. Report accidents, injuries, and health hazards to supervisor
16. Report equipment breakdown and / or damage to supervisor

Additional Responsibilities:

1. Clean and maintain graphics in assigned areas
2. Answer courteously questions posed by visitors
3. Train and supervise incoming volunteers, and others when requested
4. Attend and participate in keeper meetings/training sessions
5. Assist curatorial staff in keeper/docent training
6. Assist in the transportation of animals and preparations thereof when necessary
7. Assist in the transportation of visiting zoo officials and other zoo business
8. Transport zoo equipment when necessary

9. Participate in preparation for weather disasters
10. Assist others departments in emergency situations as directed by the supervisor
11. Assist with organizational special functions and projects
12. Assist other departments in transporting and offloading large-quantity foodstuffs or heavy equipment when necessary

Education and Experience:

High School Diploma, GED or equivalent. One to three (1-3) years experience working with animals preferred

Knowledge, Skills, and Abilities:

Good powers of observation
 Good organizational skills
 Strong verbal communication skill
 Must be self-motivated, resourceful, friendly, outgoing, enthusiastic
 Ability to interface with employees, visitors and vendor in a professional manner.
 Willing to assist co-workers

Special Requirements:

Must be able to read, write and speak English
 Must be able to work extended hours and days when needed including holidays (both religious and government) and weekends
 Must be able to work around the following materials: animal hair or dander, hay, paint solvents, detergents or disinfectants
 Must consent to criminal background checks.
 Must be able to walk various distances
 Constant standing, lifting, bending, kneeling, climbing and hauling 1 ½ fire hoses, rocks, cage, props, heavy animals
 Able to lift at least 40 gallon garbage cans, 70 lbs hay bales and 50lbs grain sacks

Working Conditions:

Varying sometimes extreme weather condition

Summary of Revisions:

Date:	Initials:	Approved by:
01/04/2016		Patrick Burchfield
01/10/2022		Patrick Burchfield