

## BINDER PARK ZOO

### FIELD SERVICES ZOO ATTENDANT

**Mission Statement:** Connect. Inspire. Conserve. Connect people with nature. Inspire them to conserve.

**REPORTS TO:** Field Services Coordinator, Assistant Operations Manager and Operations Manager

**SEASONAL OR NON-SEASONAL:** Part-time, Seasonal and Non-benefited

**FLSA STATUS:** Hourly, Non-Exempt

**POSITION SUMMARY:** Performs duties to maintain the cleanliness of the zoo.

#### POSITION REQUIREMENTS:

- Must be at least 18 years old.
- Must hold a valid driver's license (if driving zoo vehicles).
- Must be able to work independently and use time efficiently.
- Must have a strong work ethic and be detail oriented.
- Ability to plan, organize and handle multiple tasks as necessary.
- Ability to relate positively and respectfully at all times with diverse groups of people including but not limited to: guests, volunteers, co-workers, all staff, and vendors.
- Must be able to adapt to changing assignments, environment and maintain a positive attitude.
- Comply with all Binder Park Zoo policies and procedures.
- Motivate co-workers to achieve the high appearance standards set forth by Binder Park Zoo.

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Daily communication with the Field Services Coordinator, Assistant Operations Manager or Operations Manager to relay pertinent information, facts, and ideas that affect the position, other staff, the zoo's operation or guests experiences.
- Monitor and report on the general maintenance of buildings, equipment and property that affect the experience or safety of guests and staff.
- Monitor all assigned areas for cleanliness, organization, and upkeep.
- Cleaning duties will include, but will not be limited to: vacuuming, mopping, laundry, complete cleaning of restrooms, fixtures, furniture and emptying trash.
- Use of shovels, rakes and other tools to move materials such as dirt, stones and woodchips as needed.
- Maintain equipment including vacuums, tools, and cleaning items.
- Assist with event set-up and take-down and work special events as assigned.
- Know and practice all safety policies and procedures and report all unsafe conditions to supervisor.
- Store, use and maintain only approved chemicals or cleaning agents correctly in accordance with OSHA standards.

#### OTHER DUTIES AND RESPONSIBILITIES:

- Perform monthly safety inspections of first aid kits, eye wash stations, sharps containers and fire extinguishers.
- Evaluate and replenish necessary supplies.
- Properly operate zoo vehicles as needed.
- Participate in individual and team oriented zoo projects as needed.
- Communicate using a hand held radio.
- Guest Services reserves the right to train and direct the workload as needed.

#### SUPERVISORY RESPONSIBILITIES: N/A

#### PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Ability to maneuver on stairs, high places, and ladders.
- Ability to use required tools for each job in daily operations.
- Ability to lift and carry 50 pounds.
- Ability to work outdoors in all weather conditions.
- Ability to stand, walk, stretch, bend, reach, climb and/or balance intermittently or for extended periods.
- Be able to work a flexible schedule including weekends and holidays.

**APPROVAL:** \_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**STATEMENT OF UNDERSTANDING AND ACCEPTANCE:**

I have received a copy of the job description for Field Services Zoo Attendant. I have read the requirements as outlined and understand this is not an exhaustive list of duties, but an overview of the general duties and responsibilities of the position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

Binder Park Zoo offers employment opportunities, education programs, and services without regard to race, color, religion, national origin, disability, age, height, weight, marital status, gender, sexual orientation, or gender identity.