

BINDER PARK ZOO

FIELD SERVICES ATTENDANT

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

REPORTS TO: Field Services Coordinator, Operations Manager, or Assistant 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 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, 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 staff to achieve the high appearance standards set forth by Binder Park Zoo.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Cleaning duties will include, but will not be limited to: vacuuming, mopping, laundry, complete cleaning of restrooms, fixtures, furniture and emptying trash.
• Daily communication with the Field Services Coordinator, Operations Manager or Assistant 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.
• 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 equipment.
• 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 and fire extinguishers.
• Evaluate and replenish necessary supplies.
• Properly operate zoo vehicles as needed.
• Participate in individual and team oriented zoo projects as needed.
• Guest Services management reserves the right to train and direct the workload as needed.

SUPERVISORY RESPONSIBILITIES: N/A

PHYSICAL AND ENVIRONMENTAL DEMANDS:

- Be able to work a flexible schedule including evenings, weekends and holidays.
• 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.

APPROVAL:

Supervisor Signature

Date

STATEMENT OF UNDERSTANDING AND ACCEPTANCE:

I have received a copy of the job description for Field Services 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.