



Position Description
Commissary Keeper - temporary

Non-exempt/ hourly
September 2021

Come join us at the Reid Park Zoological Society!

Reid Park Zoological Society is seeking a Commissary Keeper. Experience in animal food preparation is preferred. This position is open until filled.

The Society is a 501(c) (3) nonprofit organization whose mission is to create inspiring memories for all by connecting people and animals to ensure the protection of wild animals and wild places. We provide educational and fun experiences for visitors of all ages. Reid Park Zoo is the largest attended cultural attraction in Southern Arizona with approximately 500,000 visitors annually. Be a part of a vibrant, growing organization as Reid Park Zoo implements an exciting master plan that will be investing over \$60M in new exhibits over the next ten years.

To apply, please forward a resume to hr@reidparkzoo.org No phone calls or visits please. This position is open until filled. We are an Equal Opportunities Employer. **We are committed to attracting and retaining a diverse staff by creating an inclusive environment.**

Overview:

The Commissary Keeper is responsible for coordinating the diets for over 350 animals. The position plays a major role in the Animal Welfare Committee in making nutritional and varying diets. The successful candidate will manage the nutrition program in coordination with the veterinary and animal management team with a focus on welfare and the zoo's mission and vision, and lead nutrition-related research programs to advance initiatives complementing existing conservation programs.

Reports To: Animal Care Supervisor

Responsibilities:

- Day to day operations of animal feed and supply acquisition and inventory.
- Complete diet preparation.

- Establish ordering routines and coordinate centralized ordering and receiving activities for animal feed and supplies.
- Ensure proper storage, handling, and food stock rotation to prevent unnecessary food waste and assure quality and safety of animal diets.
- Manage animal diets for animals' permanent records; record changes.
- Facilitate diet evaluation, formulation, and refinement with veterinary staff and animal care staff.
- Maintain high standards of cleanliness and coordinate repairs and issues with the Facilities department.
- Periodic educational outreach internally and externally about the zoos animal nutrition program.
- Opportunity to develop nutritional research focused on the zoos conservation programs.
- Assist in planning the annual budget, and participate in monthly reviews to evaluate budget performance.
- Effectively control the budget and provide accurate information as required.
- Attend Animal Welfare Committee meetings and prepare animal welfare cases.
- Drive a continuous improvement process for sourcing feed and supplies while balancing animal welfare, environmental sustainability, and financial sustainability.
- Look for opportunities and make recommendations to improve and streamline procedures, processes, and documentation related to commissary function.
- Embrace an environment of continuous learning through proactively seeking knowledge and skills to be part of a change ready workforce.
- Maintain proficiency and accreditation/ technical acumen requirements of your role and continue to build skills and proficiency.
- Completes all trainings as required. These may include but are not limited to job specific training, safety, zoonotic disease, blood borne pathogens, animal enrichment, animal training, conservation, Species Survival Plan, active shooter, DEI, radio protocol, CPR/ First Aid, hand tool usage and heavy equipment operation such as skid steer/ fork lift truck.
- Participates in emergency drills. These may include but are not limited to dangerous animal escape, fire, medical or weather emergency.
- Willing to maintain proficiency with darting equipment & firearms if you choose to try out for Safety Team and are subsequently selected. Willingness to serve on Safety Team.
- *Please note that this document is not an exhaustive list. It is intended to give a reasonable idea of what might be required.*

Preferred Qualifications, Skills and Abilities:

- 12 months animal food preparation experience preferred.
- Post-secondary education in Animal Nutrition or an equivalent combination of experience and education preferred.
- Proven understanding of animal nutrition, preferably zoo animal nutrition preferred.
- Strong computer skills including Microsoft Office.
- Ability to supervise and direct work for both paid and unpaid workers.
- Outstanding time management and organizational skills.

- Excellent interpersonal and communication skills.
 - Demonstrated ability to work with a diverse population and foster a collaborative environment.
 - Ability to work independently and prioritize workload.
 - Willing to undertake an annual TB skin test (AZA requirement).
 - Regular physical attendance at work.
 - Able to work flexible work schedule and adjust as required.
- The working conditions of this role include sedentary computer work, exposure to cold temperatures (freezers, refrigerators), lifting up to 50 lbs, repetitive bending, twisting, and lifting.

Consistent with the Americans with Disabilities Act (ADA), it is the policy of Reid Park Zoological Society to provide reasonable accommodation when requested by a qualified applicant or employee with a disability, unless such accommodation would cause an undue hardship. The policy regarding requests for reasonable accommodation applies to all aspects of employment, including the application process. If reasonable accommodation is needed, please contact the Human Resources Dept hr@reidparkzoo.org 520-881-4753.

Reviewed By:	Signature	Date
Employee		
HR Director		

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