

POSITION DESCRIPTION

<u>TITLE:</u>	Animal Attendant
<u>DEPARTMENT:</u>	Niabi Zoo
<u>SUPERVISOR:</u>	Office Manager
<u>FLSA:</u>	Non-Exempt
<u>EMPLOYMENT STATUS:</u>	At-Will

BASIC FUNCTION:

Under the direction of the Office Manager or Guest Service Manager, Animal Attendants perform a variety of duties in providing guest services in particular operations and assistance to visitors and in some instances other staff members of the Niabi Zoo Team. Animal Attendants should perform all job assignments with a positive attitude that reflects the Niabi Zoo's mission and values, and must be committed to providing exceptional customer service to each guest who enters the zoo by actively engaging in meaningful guest encounters.

This position promotes and fulfills the zoo's mission by performing the daily operations of the guest service areas of Niabi Zoo. These particular areas and the staff who service them are the main points of contact for all zoo visitors and staff should seek to provide clear, consistent and direct zoo related information and general assistance with exceptional customer service.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.

Guest Services:

- Provides exceptional customer service.
- Actively engages in meaningful guest encounters.
- Responsible for learning about zoo operations, history, events and animal collection in order to provide guests with accurate information.
- Provides information to the public in person including, but not limited to: zoo hours of operation, prices/fees, regulations, programs, exhibits, special events, classes, directions, lost and found items, and zoo animal collection.
- Attempts to rectify visitor disputes, complaints and issues as appropriate.
- Monitors and uses zoo-wide two-way radio communications
- Promote zoo programs and events
- Ensures a safe environment for visitors, staff, and volunteers; monitors key areas and entrances and reports safety concerns to a supervisor in a timely manner.
- Maintains a clean work environment and assists with the general cleanliness of zoo common areas.

Guinea Pig Attendant:

- Provides exceptional customer service

- Welcome guests and take feeding tickets
- Relay and enforce the guinea pig feeding rules to each guest
- Assist with refilling feeding cups, washing and drying feeding spoons
- Wipe down and disinfect attendant station
- Assists with the opening and closing procedures
- Assist with covering other seasonal position breaks throughout the day
- Perform other related duties as assigned

Domestic Animal Attendant:

- Provides exceptional customer service
- Monitor the walkways and pickup any fallen debris before the area is open to the public
- Monitor all habitats for any human trash, foreign foods and damage to any fencing or gates with the Domestic Animal area.
- Share animal information with guests
- Sweep pathways and ensure hand sanitizer stations are full
- Assists with the opening and closing procedures
- Assist with covering other seasonal position breaks throughout the day
- Perform other related duties as assigned

POSITION REQUIREMENTS AND SPECIFICATIONS:

Education, Experience, & License Requirements:

- Must be 16 years of age
- Must have a valid driver's license
- Must have reliable transportation to/from workplace

Competency and Knowledge Requirements:

- Customer service oriented
- Enthusiastic, outgoing personality
- Comfortable actively engaging visitors in meaningful encounters
- Enjoy working with and serving diverse populations
- Ability to establish and maintain effective working relationships with supervisors, co-workers, volunteers and the public
- Ability to be a contributing and productive "team member"
- Ability to understand and follow oral and written instructions
- Ability to work safely, recognize safety hazards and apply proper safety precautions
- Willingness to learn about general zoo operations
- Ability to take direction yet work independently
- Willingness to perform a wide variety of tasks
- Detail Oriented
- Self-motivated
- Ability to learn quickly
- Ability to have scheduling flexibility (must accommodate special events), work weekends, and holidays.
- Ability to remain calm and courteous with demanding/difficult guests and/or situations
- Reliable and punctual attendance habits
- Be interested and enthusiastic about the zoo

Competency and Knowledge Requirements:

- Excellent customer service skills

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.