

Classification description



Title: Nutrition Technician 1
Job Code: 0533/4535
Pay Range: 340/450
FLSA Status: Non-Exempt

Bargaining Unit: LIUNA 483
Established: November 2006
Revised: 9/3/2009
EEO Category: Technicians

DESCRIPTION

Function as a member of the animal nutrition and veterinary care team with a primary responsibility for food and supply receiving and storage, emergency orders, and food preparation and delivery throughout the Zoo. Serve as a resource to Animal Keepers, operate food processing and distribution equipment, prepare and dispense animal food items and supplies, and assist in the overall operations of the animal commissary including purchasing, stock keeping, and maintaining the facility and its equipment as well as email and records duties.

DISTINGUISHING FEATURES

The Nutrition Technician 1 is distinguished from Nutrition Technician 2 by having responsibility to coordinate food and supply unloading, receiving, storage, preparation and delivery throughout the zoo. The Nutrition Technician 1 works under the direction of the Nutrition Technician 2.

DUTIES AND RESPONSIBILITIES

1. Functions as member of the nutrition and veterinary care team with a primary responsibility for performing and coordinating food and supply unloading, receiving, storage, preparation and delivery throughout the Zoo.
2. Performs and helps coordinate emergency order functions, as required, to work with Animal Keepers and other colleagues on special order availability and trips to grocery and other stores.
3. Prepares diets, with assistance of the Nutritionist or Nutrition Technician 2, for all Zoo animals; consults with Animal Keepers regarding eating habits of animals and feeding methods that are natural and healthful to animals.
4. Maintains food inventory and inspects food supplies to ensure freshness and proper rotation.
5. Places orders for food supplies in the absence of the Nutritionist or Nutrition Technician II.
6. Off-loads trucks, receives supplies, and verifies shipments against orders and invoices.
7. Prepares Zoo animals' diets by following nutritional guidelines and cost factors.
8. Assembles and sets out daily food deliveries; delivers diets to all animal areas.
9. Helps maintain and process various records associated with requisitions, purchase orders, invoices, feedings, inventories, etc.
10. Inspects commissary freezers, coolers and other equipment and arranges for necessary maintenance.
11. Performs and coordinates off-loading of all commissary deliveries. This may require the use of specialized equipment including pallet jacks, forklifts, hay loaders, etc.
12. Compiles data for reports.

13. Assists the public, public officials and other employees in a professional and courteous manner.
14. Develops safe work habits and contributes to the safety of self and co-workers.
15. Contributes to a positive team atmosphere.
16. Has regular and punctual attendance.
17. Performs assigned duties during an emergency situation.
18. Other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience

- Three years of progressively responsible ordering, delivery, logistics, warehouse, and customer service experience preferably with animal care, zoo, and food preparation experience and
- High school diploma or G.E.D. or
- Any combination of education and experience that provides the necessary knowledge, skills, and abilities to perform the classification duties and responsibilities
- Possession of, or the ability to obtain upon hire, and maintain a valid driver's license
- Possession of, or the ability to obtain upon hire, and maintain a First Aid/CPR Certification
- Obtain within six months and maintain a Forklift Operator Certification
- Possess or obtain a food handler's card within probationary period
- and such other certifications and licenses as may be required

Knowledge, Skills and Abilities

- Principles and practices of nutrition as applied to the care and feeding of Zoo animals
- Warehousing, inventory, stores, and records maintenance
- Safe food handling techniques
- Perform duties in hazardous locations under inclement weather and other adverse conditions
- Maintain accurate and complete records requiring mathematical computations
- Establish and maintain effective working relationships with Animal Keepers, employees, food suppliers and the general public
- Operate commercial food processing equipment including, but not limited to, industrial food processors, mixers, hammermills, band saws, etc.
- Operate motor vehicles and warehousing equipment including delivery vehicles and forklifts
- Prioritize work and self-direct daily activities
- Physically perform all the essential duties of the position including prolonged strenuous efforts including lifting up to 50 pounds

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- Apply Federal, State, and local policies, procedures, laws and regulations for respective field
 - Use discretion with confidential and sensitive matters
 - Provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner
 - Establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work
 - Work in a safe manner and follow Metro safety policies, practices, and procedures
 - Perform the assigned duties of the position
 - Successfully pass the background checks and screening requirements of the organization

SUPERVISION RECEIVED

- Supervision is received from the Veterinarians; some responsibilities are overseen by the Nutrition Technician 2.

TOOLS AND EQUIPMENT; PROTECTIVE CLOTHING

- Commercial food processing equipment including, but not limited to, industrial food processors, mixers, hammermills, band saws, etc.
- Operate motor vehicles and warehousing equipment including delivery vehicles, forklifts, pallet jacks, and hay loaders
- May use standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets

WORK ENVIRONMENT

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions

The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.