

Job Description: Zoo Commissary Associate (Full-Time)

Position Overview: The Zoo Commissary Associate is responsible for the preparation of animal diets at Zoo Boise. The Zoo Commissary Associate prepares diets as outlined in the diet sheets and in an agreed upon order with the zoo's General Curator and/or Veterinarian. The Zoo Commissary Associate is responsible for the cleaning of zoo kitchen, rotating stock in the coolers, freezers and other storage bins. Reports to: Zoo Boise Assistant Curator and General Curator.

Hours per Week: Sunday - Thursday; 8:00am – 5:15pm, 40 hours weekly.

Job Duties:

1. Accurate preparation of animal diets as outlined in diet sheets including but not limited to raw food handling, weighing, chopping, mixing, measuring, packing and more.
2. Properly label and store completed diets to ensure timely pickup by appropriate keeper teams.
3. Routine and daily cleaning of zoo kitchen, utensils, freezers, coolers and storage areas
4. Organization and restocking of supplies including dry goods and in freezers and coolers as needed
5. Assist with unloading of food deliveries
6. Participate in visitor education through Commissary Talks and other programs
7. Picking up food donations and purchasing other food items
8. Oversee Commissary volunteers
9. Assists with weekly produce ordering
10. Conducts monthly inventories of all food and commissary supplies
11. Maintaining the grain storage room and commissary fridges/freezers – includes rotating products, cleaning, and preparing areas for deliveries.
12. Detect and inform supervisor of any problems with food quality, inventory levels, and anything affecting the safety or sanitation of the commissary
13. Maintain refrigerator/freezer temperature logs and records of meat lot numbers.
14. Drive to pick up food donations from various donors as needed.
15. Demonstrate familiarity with food safety protocols and sanitation practices to ensure both animal and human safety.
16. Other duties as assigned.

Qualifications:

1. Superior organizational and communication skills
2. Must be able to regularly lift completed diet buckets or crates
3. A passion for conservation and the mission of Zoo Boise
4. Exceptional customer service skills
5. Capacity to work independently and in teams
6. Excellent attention to detail
7. Energy, humor, creativity, professionalism, maturity, and strong work ethic
8. Negative TB test and fully vaccinated against COVID-19
9. Have a valid driver's license or can obtain one.

Working Conditions:**Physical Efforts**

While performing the duties of this job the employee is always lifting/carrying up to 20 lbs., occasionally lifting/carrying up to 75 lbs. Also, the employee is always pushing/pulling up to 20 lbs., occasionally pushing/pulling up to 75 lbs. The noise level is frequently loud. This position requires long periods of standing. Work includes sensory ability to talk, hear, smell, touch and feel. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Work requires hand and finger dexterity.

Working Environment

The work environment will include inside conditions, outdoor weather conditions, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter.

Compensation: This position pays \$13.56-\$15.00 per hour, dependent upon experience, and includes benefits.

The Friends of Zoo Boise is a 501(c)(3) membership organization that supports Zoo Boise in the area of animal acquisition, capital improvement projects, education programs, volunteer opportunities, and special events. The goal of each of these components is to increase public awareness, knowledge, and appreciation of the zoo, wild animals, animal habitats, species conservation, and the environment.

To apply: Please email resume and cover letter to Melissa Wade, Assistant Curator, at mwilliams@cityofboise.org. Applications are due by June 1, 2022.